



Recruiting Coordinator

A leading industrial technology distribution company is looking for a Recruiting Coordinator.

Are you looking for the best next move in your career? Do you want to work for a Company that pledges and provides a working environment which allows each member of our team the opportunity to reach his or her full potential through responsibility, training, education, recognition, and reward? Do you want to work for a company that uses their people as strategic drivers to deliver strategic outcomes? Well, look no further....we are a leading industrial technology distribution company and we want YOU to join our team and become a key factor in making you, and us, a leader in the industry.

Western Integrated Technologies (WIT) is a full line distributor of mobile and industrial hydraulic, fluid conveyance, and automation products. Since 1969, WIT has supplied custom-engineered solutions to many industries such as power generation, aerospace, on and off-road truck, and agricultural. WIT is a manufacturer and integrator of fluid power, electrical, and mechanical systems incorporating the latest software and controls.

Minimum Educational Requirements:

1. Bachelor's degree, preferably in Human Resources.
2. SHRM Certified Professional (SHRM-CP) is a plus
3. At least six months of relevant experience.

Supervisory Responsibilities:	No
Salaried/Hourly Position:	Salaried
Classification:	Non-Exempt
Amount:	DOE
Reports to:	President & COO
Traveled Required:	Occasional Travel is required for college campus recruiting. <i>Must have valid identification for travel via flight and driving.</i>
Training Opportunities:	Lunch and Learn/Product Training

Position Summary:

The recruiter position is responsible for interviewing, testing, and referring applicants for clerical, technical, administrative, and management positions throughout the company. This position must possess considerable skill in interviewing techniques, a good knowledge of all clerical and specialized functions in the company, a basic understanding of the company's organizational structure as well as an extensive knowledge of personnel policy and procedure and federal and state laws regarding employment practices. HR competencies knowledge of communication, critical evaluation, and relationship management is preferred for this position.



Typical Job Duties and Qualifications:

1. Processes job requisitions.
2. Coordinates with hiring manager(s) to determine best recruiting process for position(s).
3. Follows up with candidates and hiring managers to obtain feedback regarding recruiting process.
4. Acts as liaison with area employment agencies, college career centers, and advertising agencies.
5. Screens resumes and interviews applicants (by phone or in person).
6. Uses traditional and nontraditional resources, such as career fairs, community network events, etc., to identify and attract quality candidates
7. Coordinates appropriate employment testing.
8. Conducts employment verifications.
9. Prepares written contingent job offers for hiring managers
10. Coordinates background checks
11. Maintains records on recruiting activities as required
12. Arranges travel and lodging for applicants, if necessary.
13. Supports employee referral program.
14. Conducts orientation of new employees.
15. Completes weekly report to Management on employment activity.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

We will reward your hard work by offering a comprehensive salary, benefit package (medical, dental, vision, disability, cafeteria plans, and life). We have an Employee Assistance Program (EAP), Wellness Program, tuition reimbursement, generous PTO plan along with a paid day off for your birthday. We also offer a variety of training programs.

WIT offers a 401(k) plans through John Hancock (Pretax or post tax) with company matching.

Western Integrated Technologies is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, disability, military status, or national origin or any other characteristic protected under federal, state, or applicable local law.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Western Integrated Technologies

MECHANICAL • FLUID POWER SYSTEMS • ELECTRICAL



We are a Company that believes in developing our people. We are deeply invested in the success of our employees and continually provide innovative career building opportunities. Our employees believe in our Company and love the environment. **Make this the next step in your career and apply today. Please e-mail your resume and cover letter to jmerritt@westernintech.com. We look forward to learning more about you and will respond to qualified candidates.**

- Principals only. Recruiters please don't contact this job post.
- do NOT contact us with unsolicited services or offers