



JOB DESCRIPTION

Job Title: Recruiting and Training Coordinator **Reports to: HR Manager**

Department: Human Resources

Date: 10/10/2019

Status: Exempt

POSITION SUMMARY:

The primary role of the Recruiting and Training Coordinator is to seek out professionals with the right combination of experience, education and skills to fill our open positions. Recruiting and Training Coordinator needs to attract employees who fit our values, behaviors and a job description and have the potential to become valuable additions to the company. Need to develop recruiting plans, use appropriate outlets such as finding the sources of attaining them and work toward developing a pool of qualified individuals. Besides recruiting team members, Recruiting and Training Coordinator also needs to prequalify, onboard and train/develop them for their first year of employment. Recruiting and Training Coordinator will also performs other related duties as required. **Provide support, leadership, and supervision for all personnel, while maintaining the highest efficiency, safety, and production standards possible.**

EXPERIENCE & TRAINING:

The Recruiting and Training Coordinator will need any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in Recruiting, training and/or field managing, including two year as a supervisor, and a bachelor's degree, organizational development, business, or closely related field.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are examples of the work typically performed by an employee in this position:

A. Performs job functions timely and efficiently.

- Design and implement overall recruiting strategies focusing on hourly employees
- Help HR Manager develop and update job descriptions and job specifications
- Attend job fairs
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- Source and recruit candidates by using job fairs, databases, social media etc.

Stay Green Inc.

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- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Promote company's reputation as "best place to work" by using our values and behaviors
- Track and maintain employee referral program; coordinate referral bonus with Accounting
- Coordinate internal candidates with open positions in different branch/department locations
- Conduct New Hire Orientations and coordinate training
- Process new hire paperwork
- Maintain Employee photo gallery
- Identify candidates with potential for career path and notify Operation's Manager
- Train to retain
- Weekly check ins for the first 90 days of employment
- After 90 days, keep in communication with employee for the first year
- Train new employees on the SGI culture including our values, behaviors, all equipment used, etc.
- Truck inspections to the vehicle when in the field. Send report to Managers
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as is appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Stay Green Inc.



B. Demonstrates behaviors, which are consistent with the Code of Conduct and aligned with the organization's mission, vision and shared values.

- Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in investigations.
- Conducts all transactions in compliance with all company policies, procedures, standards and practices.

C. Ensures that appearance and personal conduct are professional at all times.

- Excellent attendance record.
- Wears appropriate uniform and PPE's for job functions and ensures personal hygiene (see Uniform Policy).
- Works at maintaining a good rapport and a cooperative working relationship with customers and staff.
- Represents the organization in a positive and professional manner at all times.
- Maintains organizational and employee confidentiality at all times.



PHYSICAL REQUIREMENTS:

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Hearing: Adequate to perform the essential functions of the job.

Speaking: Adequate to perform the essential functions of the job, such as clearly communicating with multiple personnel.

Vision: Normal visual acuity.

Other: Must be able to prioritize; have cognitive reasoning and problem-solving ability.

<p>Lifting up to:</p> <input type="checkbox"/> 5 lbs. <input type="checkbox"/> 20 lbs. <input type="checkbox"/> 40 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs. <p>Pushing up to:</p> <input type="checkbox"/> 25 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs. <input type="checkbox"/> Over 250 lbs. <p>Manual Dexterity:</p> <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High	<p align="center">Average % of time during regular shift devoted to:</p> <table border="0"> <tr> <td>Standing</td> <td>Walking</td> <td>Squatting</td> <td>Sitting</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input checked="" type="checkbox"/> 0-20</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input checked="" type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 41-60</td> <td><input checked="" type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td></td> <td></td> </tr> </table>					Standing	Walking	Squatting	Sitting			<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input checked="" type="checkbox"/> 0-20			<input checked="" type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input checked="" type="checkbox"/> 21-40	<input type="checkbox"/> 21-40			<input type="checkbox"/> 41-60	<input checked="" type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60			<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80			<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100																																												
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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Stay Green, Inc. are encouraged to discuss potential accommodations with the employer.

Management has the right to add or change these duties of the position at any time.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Manager and/H.R. Rep: _____

Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

Employee: _____ Date: _____
(Print)

*Employee signature acknowledges understanding of the essential functions and requirements of this position.
Employee also acknowledges receipt of this position description.