



JOB TITLE: RECRUITER / Trainer

Job Family:	Human Resources
Job Function:	Recruiting and Training Delivery
Reports To:	WBS Director of Operations

POSITION PROFILE

The WBS Recruiter/Trainer is responsible for designing and implementing the overall recruiting strategy. This position will require full-cycle recruiting experience, from talent sourcing, attracting candidates to interviewing, hiring and training great employees and effectively executing functional learning plans by Identifying and assessing business line learning needs, planning and scheduling of learning opportunities, deploying learning programs, tools and support and measuring against key success metrics and reporting results. A successful recruiter/trainer will collaborate with department managers on a regular basis and proactively identify future hiring needs. You should also be able to attract candidates using various sources, like social media networks, and employee referrals. Ultimately, the responsibilities of the Recruiter/ Trainer are to ensure our company attracts, hires, trains and retains the best employees, while growing a strong talent pipeline.

JOB DUTIES AND RESPONSIBILITIES

- Design and Implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare recruitment material and post jobs to appropriate job board/newspapers/colleges etc.
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
- Assess applicant's relevant knowledge, skills, soft skills, experience and aptitudes.
- Onboard new employees in order to become fully integrated.
- Monitor and apply WBS HR recruiting best practices.
- Provide analytical and well documented recruiting reports to the rest of the team.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Promote WBS reputation as "best place to work."
- Collaborates with the business line leadership to develop and execute on WBS's functional training plan linking organizational learning and business performance.
- Consults with key functional leaders to continually evaluate and prioritize training needs, planning, resource allocation and training implementation.
- Develops and executes a needs assessment process for evaluating skills gaps based on business changes or requirements.
- Schedules & manages of learning events including manager-led development, e-learning, vendor programs, virtual classroom and instructor-led curricula
- Provides leadership and skill development planning, tracking and delivery for marketplace-based leadership.
- Manages technology to promote smooth information flow and easy access to all forms of knowledge relevant to WBS's learning goals.



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- Utilizes online resources to build comprehensive communities of practice for targeted user groups
- Manages training performance reporting and metrics for Training to develop and deliver monthly and quarterly reports that reflect and track critical measurements, resource utilization, ROI, and customer satisfaction.
- Evaluates the effectiveness of learning programs based on participation, learning achieved, participant satisfaction and positives changes in identified key business indicators.
- Work with Director to align performance and learning goals with customer need to ensure that learning is contributing directly to WBS's bottom line.
- Keeps up-to-date with business environment changes, competitor information and changes in technology that impacts WBS business and WBS training.
- Understands WBS's strategy, product line and individual equipment and services sales strategies as well as policies and procedures (such as HR) to ensure course content drives effectiveness, productivity and streamlined operations.
- Performs other duties as assigned

QUALIFICATIONS (Education, Experience and Certifications)

- PROVEN WORK EXPERIENCE AS A RECRUITER (EITHER AN IN-HOUSE RECRUITER A STAFFING AGENCY)
- SOLID ABILITY TO CONDUCT DIFFERENT TYPES OF INTERVIEWS (STRUCTURED, COMPETENCY-BASED, STRESS ETC.)
- HANDS ON EXPERIENCE WITH VARIOUS SELECTION PROCESSES (VIDEO INTERVIEWING, PHONE INTERVIEWING, REFERENCE CHECK ETC.)
- FAMILIARITY WITH HR DATABASES, APPLICANT TRACKING SYSTEMS (ATS) AND CANDIDATE MANAGEMENT SYSTEMS (CMS)
- HANDS-ON EXPERIENCE WITH RECRUITING SOFTWARE, AS WELL AS HUMAN RESOURCE MANAGEMENT SYSTEMS (HRMS)
- College degree or equivalent experience required.
- Minimum of 10 years of experience in a related field. Minimum of 5 years recruiting / training experience is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel) is required.
- Possesses excellent presentation skills (creation; delivery) and excellent oral and written skills.
- Possesses ability to interpret, comprehend and apply complex material, data and instruction - synthesize and communicate highly diversified and extremely technical information.
- Communicates effectively with customers, supervisor, peers and direct reports.
- Possesses ability to interpret, comprehend and apply training strategies to the development of course content.
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- Possesses exceptional organizational skills.

Pay Rate - \$15.00/hr