



CURRENT OPENING

# Talent Acquisition Specialist I/II

*Location: Vancouver, WA*

Posting Date: 1/18/21

Reports to: Director of HR

FLSA Status: Non-Exempt/Exempt

Close Date: Open until filled\*

**If you are a driven recruiting professional who would like to join a growing and secure organization with a fantastic team, Northwest Pipe Company is for you!**

We are seeking a results oriented Talent Acquisition Specialist with strong multitasking and relationship skills to help drive Northwest Pipe's recruitment efforts. This includes the development of localized recruiting strategies for each location as needed, as well as company-wide recruiting strategies. The position will be required to provide superior customer service to HR Representatives, hiring managers and candidates at all of our US based locations.

## ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Develops recruitment strategies for open positions, including plans to target both active and passive candidates
- Writes and places effective job advertisements across a variety of platforms, including social media, ensuring postings comply with Affirmative Action and EEO requirements
- Coordinates recruitment efforts for posted positions including identifying candidates for further consideration, conducting initial phone screen interviews, and coordinating interviews between the hiring manager, local HR and the candidates
- Maintains complete and accurate records of all job openings and applicant data including final disposition of each candidate through the applicant tracking system
- Proactively works to close gaps on identified Affirmative Action hiring goals
- Supports the Company's efforts in developing a diverse workforce
- Maintains careers section of the Company website, as well as careers social media platforms including LinkedIn and Facebook
- Assists local HR Representatives with community outreach including job fairs, outplacement services, community college or trade schools and work with local military, disability, minority and women's groups

## EDUCATION/EXPERIENCE

- High School Diploma or GED Certificate is required
- Bachelor's degree from an accredited college in a related field (i.e., Business, Human Resources, Social Sciences) is preferred
- Experience recruiting multi state and managing multiple requisitions
- One to five years of experience with recruiting, preferably in industrial manufacturing
- Experience with Kronos highly desired

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## TO APPLY

Sound like the job for you? [Click here](#) to apply online.

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*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.*