

Job Title:

HR Recruitment & Safety Specialist

POSITION OVERVIEW

Position Summary:

The HR Recruitment and Safety Specialist is responsible for the selection of qualified candidates for all open company positions as well as assisting in the monitoring and coordinating company safety programs.

POSITION REQUIREMENTS

Minimum Qualifications:

- BS in Human Resource Management or similar field
- Minimum of 2 years of experience directly related to the duties and responsibilities specified
- Excellent communication and interpersonal skills
- Strong decision-making skills

Preferred Qualifications:

- More than 5 years' experience directly related to the duties and responsibilities of specified
- PHR or SHRM-CP or equivalent
- OSHA 30 Certification

Job Duties

1. Designs and implements overall recruitment strategies.
2. Leads recruitment efforts for all positions, maintain all advertisements.
3. Screens candidates' applications and resumes.
4. Conducts initial job interviews.
5. Onboards new employees by conducting New Hire Orientations
6. Maintains and updates all employee files to ensure compliance.
7. Conducts performance reviews on assigned personnel.
8. Coordinates and verifies Company and Field Personnel licensing requirements.
9. Participates in the development and implementation of safety programs.
10. Maintains all safety records.
11. Monitors and applies all HR best practices
12. Performs Miscellaneous job-related duties.

Please contact Mike Fellows at mikef@krierblain.com to submit your resume.

***** This position may be modified or changed at anytime under the discretion of the ownership team.**