

Due to the exciting growth of our company, we are seeking to fill the newly created position of **Recruiter**. If you would like to join a reputable, Sioux Falls-headquartered company that's been in business for nearly 50 years that has an amazing, family-feel culture, we want to hear from you!

Lloyd Companies Job Description for:

Recruiter

SUMMARY

The Recruiter will research, develop, and implement effective talent acquisition strategies to attract a diverse pool of qualified applicants. This individual will manage all recruiting efforts, guide candidates through the selection process, and work with hiring managers to discover top talent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design and lead all aspects/phases of the overall recruiting strategy.
- Provide full-life cycle recruiting and sourcing, this includes position posting, candidate sourcing, screening, qualifying, interviewing, and managing candidate relationships while advising hiring managers through the assessment and selection process.
- Accurately assess candidates for cultural, competency and skill fit.
- Create and update interview guides and selection materials. Train and coach hiring managers on interview techniques, dos and don'ts.
- Utilize multiple recruiting means and execute innovative recruiting strategies to attract quality candidates. Ensure various job boards and recruiting platforms are current.
- Play an active role in the interview process, attending and conducting interviews with managers, directors and other stakeholders as requested.
- Serve as the primary point of contact for candidates throughout the full recruiting cycle (i.e., communicate status, answer questions, coordinate all follow-up efforts, prepare, and send offers letters).
- Ensure consistent communication regarding recruiting efforts by providing status updates to all stakeholders through email updates, reports, etc.
- Grow and foster relationships with local colleges, universities, high schools, trade schools and other groups and organizations with the goal of building awareness of Lloyd Companies opportunities.
- Continually assess recruitment and retention strategies to meet goals and objectives which also supports company succession planning efforts.
- Manage and maintain database of applicant records and ensure applicant communication is meeting expectations.
- Monitor the effectiveness of all recruiting efforts, with specific attention paid to continued flow of candidates through the recruiting pipeline and provide statistics as requested.
- Promote, model, and ensure a respectful and positive work environment for all employees, understanding and promoting the Lloyd Companies' core values in all aspects of service.
- Ensure successful employee on-boarding and play an active role in leading efforts to continually enhance the employee experience.
- Ensure compliance with all federal, state, and local employment laws.

- Perform all other duties assigned and those that may be necessary to achieve company and departmental goals.

JOB REQUIREMENTS

- A high energy level and positive attitude reflective of our Lloyd Companies values.
- A high level of creativity and strong attention to detail.
- Business Acumen.
- Holds self and others to high ethical standards.
- Must be able to understand and clearly communicate the company's vision.
- Ability to maintain a high level of confidentiality.
- Professional and effective oral and written communication skills.
- Excellent organizational skills.
- Must be flexible.
- Service-oriented philosophy.
- Must be able to work well with a diverse group of people and individuals.
- Must be able to effectively follow through.
- Must be able to carry out multi-task projects simultaneously.
- Excellent computer skills.
- Regular and consistent attendance.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Human Resources or related field; and three or more years related experience; or equivalent combination of education and experience.

Application process: To be considered for this position, please apply online at:
<https://lloydcompanies.isolvedhire.com/jobs/>

Our Vision

Improving Quality of Life

Our Values

Do the Right Thing – Act ethically. We are each responsible for our words, our actions and our results.

Build Relationships for Life – At work. At home. In the community.

Solve It – Deliver results through innovation, creative thinking and problem-solving.

Have Fun – Perform at your best. Celebrate success.