



## Position: Coordinator, Human Resources & Talent Acquisition

### Job Overview

We are looking for a Coordinator, Human Resources & Talent Acquisition to support and improve how our company attracts and retains excellent team members. Talent Acquisition Coordinator responsibilities include providing administrative assistance to our recruiting team, crafting job descriptions, and maintaining databases with candidate information. If you are familiar with recruiting strategies, including sourcing, screening and interviewing methods, we would like to meet you. Ultimately, you will help keep our hiring process smooth and ensure we recruit and retain high-performing employees. Safety and continuous improvement are a primary focus of all AgCertain employees and are a fundamental part of this role. In this role you will be a primary brand representative of AgCertain and must act and dress accordingly.

### Responsibilities and Duties

- Maintain the highest level of confidentiality and privacy, within and outside of AgCertain
- Establish and maintain positive and relevant relationships with other companies, associations, schools & universities, and government entities as appropriate
- Craft and update job descriptions for all types of roles across AgCertain companies
- Prepare job offer letters and relevant documents
- Conduct compensation and benefits analyses for various roles
- Organize candidates' data (e.g. resumes, assignments and contact details) in internal databases
- Design candidate experience surveys and analyze feedback
- Perform background and reference checks
- Coordinate interviews and contact applicants
- Prepare reports on new hire metrics (e.g. time-to-fill, time-to-hire and source of hire)
- Participate in all company trainings
- Organize our employee referral process, including asking for referrals and managing bonus requests

- Assist with new employee onboarding (e.g. preparing necessary paperwork and scheduling trainings)
- Organize, manage and lead our daily activities related to AgCertain's internship programs
- Organize, manage and administer daily activities related to our Immigration related Visa programs for international candidates and employees
- Support all other human resources activities as needed and required
- Perform all other duties as assigned across AgCertain and its companies

#### Qualifications

- Prior experience in agricultural, industrial manufacturing, food processing, biodiesel, ethanol, or other types of manufacturing companies preferred, but not required
- Must be computer literate including Microsoft Word, Excel, and PowerPoint; graphic arts skills are a plus
- Work experience as a Talent Acquisition Coordinator or similar role
- Familiarity with Applicant Tracking Systems and resume databases
- Basic knowledge of labor legislation
- Basic negotiation and conflict resolution skills
- Experience using professional social networks (LinkedIn and Facebook, in particular)
- Excellent organizational and communication skills
- BS or BA degree in Human Resources Management, Business Management, Marketing, Organizational Psychology or relevant field
- Physical abilities to include independent ability to lift 50 pounds, and 75 lbs. (34 Kg) with material handling equipment assisting, able to climb several flights of stairs and not affected by heights
- Proven reading, writing, clearly legible handwriting, computer, inter-personal communication, and mathematics skills

- Able to work on teams with frequently changing team members, have strong person-to-person communication skills, able to communicate across varying platforms, and do so in a manner that facilitates excellent teamwork
- Able to work in widely varying weather and temperature conditions, whether winter or summer in support of multi-location hiring and staffing processes
- Able to independently drive a company vehicle with no negative driving history that would affect insurance