



Recruiter - Walters Wholesale Electric Company

Position Type: Full-time

Competitive Base Salary + Bonus Potential

Job Description:

Primary Responsibilities:

- Develop and execute recruiting plans.
- Manage the Sales Trainee Program.
 - Recruiters will receive incentivized bonus for employees who successfully complete the sales trainee program.
- Coordinate and implement college recruiting initiatives.
- Develop working relationships within colleges to aid in recruiting.
- Attend Career Fairs in Southern California.
- Create job descriptions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pipeline of qualified candidates.
- Build networks to identify qualified candidates.
- Utilize the internet for recruitment (e.g. glassdoor.com, LinkedIn, Indeed, Craigslist, etc.).
 - Post positions to appropriate sourcing channels.
 - Use social and professional networking sites to identify and source candidates.
 - Research new ways of using the internet for recruiting.
- Work with HR Manager, Marketing Supervisor, and hiring managers on recruiting planning.
- Other duties as assigned by the HR Manager.

Requirements:

- Bachelor's degree or equivalent preferred.
- A minimum of 2 years work experience in recruiting.
- Effective oral and written communication skills.
- Proficiency in Word, Excel, and PowerPoint.
- General knowledge of various employment laws and practices.
- Ability to work independently with minimal supervision.
- Ability to maintain the highly confidential nature of human resources work.
- Ability to travel within Southern CA for recruitment meetings, Career Fairs and maintain a flexible work schedule.

Interested applicants: please include salary history when applying.