



Talent Acquisition Specialist

At Sauer Compressors USA, our vision is to power and protect our world. We are looking for a **Talent Acquisition Specialist** who will facilitate the recruiting process to hire and retain high-octane rockstar talent within our organization and help nurture our culture as a member of the HR team. The position will report directly to the Human Resources Manager.

Duties and Responsibilities:

- Manage the full recruitment lifecycle for assigned roles, including sourcing, screening, interviewing and extending offers to candidates
- Source a candidate pool that enhances our organization by utilizing career fairs and community events, online platforms, and various other methods
- Coordinate the scheduling of interviews and travel arrangements for non-local candidates
- Consult with hiring managers to define job requirements and assists with creating and updating job descriptions
- Maintain postings across job boards and social media
- Perform phone screenings and in-person interviews regularly
- Prepare and deliver offer letters, negotiate compensation, and support pre-employment processes
- Support and strengthen company culture by fostering positive candidate and employee experiences, participating in employee events, and contributing to engagement and recognition programs
- Assist in planning and executing HR-related events and programs, including open enrollment meetings, benefit fairs, onboarding activities, employee luncheons, training sessions and employee engagement initiatives
- Other duties as assigned

Education and Experience:

- Bachelor's Degree in Human Resources, Business or a related field preferred
- (2-5) years of full life cycle recruiting experience preferred
- Ability to multi-task, set priorities and meet deadlines
- Strong interpersonal communication skills
- Maintains a high level of confidentiality and tact
- Nurtures the organizational culture of Sauer Compressors USA.

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental and Vision benefits effective the first of the month following 30 days of employment, 401K with 3% Safe Harbor Contribution, Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays
- Growth opportunities are available