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Talent Acquisition & Employee Retention Specialist

At Sauer Compressors USA, our vision is to power and protect our world. Joining our team means becoming a part of a global organization that strives to do just that with the best and brightest team members. We are looking for a **Talent Acquisition & Employee Retention Specialist** that 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 successful candidate will be skilled in their core areas but will assist in recommendations and tweaks to improve processes and functions for the greater good of the organization. The position will report directly to the **Human Resources Manager**.

Talent Acquisition Specialist Duties and Responsibilities:

- Sources a candidate pool that enhances our organization by utilizing career fairs and community events, online platforms, and various other methods
- Coordinates the scheduling of interviews and travel arrangements for non-local candidates
- Assists with creating and updating job descriptions
- Maintains postings across job boards and social media
- Stays up to date on recruiting and employee engagement trends
- Works in conjunction with the HR Manager and Marketing to craft campaigns, emails and social media content that will attract passive candidates
- Partners with HR Manager and Executive Management team to identify staffing needs and works to fill those vacancies
- Performs phone screenings and in person interviews regularly
- Assists with preparing new hire paperwork, open enrollment packets, updating organizational charts and various other special projects
- Accomplishes other duties as assigned

Expectations:

- Ability to multi-task, set priorities and meet strict deadlines.
- Strong interpersonal communication skills.
- Maintains a high level of confidentiality and tact.
- Nurtures the organizational culture of Sauer Compressors USA.

Education and Experience

- Bachelor's Degree in Human Resources, Business or a related field preferred
- 2+ years of full life cycle recruiting experience preferred

Benefits & Compensation:

- Salary commensurate with experience
- Full medical & dental benefits, paid vacation & holidays, 401K, plus performance bonus
- Growth opportunities are available