

**TITLE: Staffing Specialist**

**DEPARTMENT: Human Resources**

**REPORTS TO: Director, Human Resources**

**BENEFITS:** Medical, dental, vision, life insurance, short and long term disability insurance, paid time off package, 401k with company contribution, FSA or HSA options, educational assistance, dependent scholarship program, onsite fitness center, and much more!

**General Responsibilities:**

The Staffing Specialist is responsible for collaborating with management and employees in the areas of recruiting and new hire assimilation. The successful candidate will handle ongoing recruiting and staffing needs of the organization, as well as execute long term, strategic activities in support of the future talent needs of Gorbel.

**Specific Duties:**

- Develop and execute recruiting processes to creatively source, identify, screen and interview candidates to present to internal management for open job requisitions.
- Works closely with hiring managers to understand service expectations, position responsibilities and needs, required timelines, and organization dynamics to ensure candidates are well matched with the company and job.
- Makes hiring recommendations and influences hiring decisions in the best interest of the organization.
- Maintains records related to recruitment and selection activities and processes.
- Perform other related duties and various special projects as required and assigned
- Develops and utilizes appropriate candidate assessment tools and techniques and ensures that all selection practices adhere to state and federal requirements, and support the strategy and values of Gorbel.
- Identify potential key staffing sources/partners such as universities, trade schools, placement agencies, social media outlets, etc. that have the potential to ensure Gorbel's success at attracting a diverse and talented employee population. Assesses potential partners to determine best strategic fit with Gorbel, and develop long term, ongoing partnerships with those that best meet the needs of Gorbel.
- Identify opportunities for long term talent "feeder streams" (such as local STEM programs) and develop strategies and relationships that provide a long term (five or more years out) pipeline of talent for key positions. These activities may be Gorbel only initiatives, or may occur in collaboration with other employers or business partners.
- Develop rapid, flexible, compliant pre-qualification and onboarding processes that reduce administration, speed time to fill, and can be applied in an environment where new hires may be on a multitude of shifts and/or may be remotely located.
- Monitor and report on quantitative turnover trends and data
- Work with Marketing group to create and execute a social media strategy that supports our employment brand and raises the "profile" of Gorbel as an employer in the community, industry, and beyond.
- Partner with operations leadership to develop flexible hourly staffing strategy that supports business fluctuations, and execute strategy.
- Develop ready "talent pool" of fully screened and qualified candidates for key jobs. Develop and execute practices to ensure that candidates in this pool remain aware of and interested in Gorbel.
- Owns overall responsibility for the Gorbel new employee assimilation process. Works with other Gorbel team members to develop robust onboarding practices. Personally executes some activities in the process.
- Develop and report on relevant staffing metrics such as time to fill, source analysis, quality of hire, and turnover analysis. Utilize historical data analysis to identify opportunities for improvement and execute job responsibilities to achieve agreed upon targets.

**Job Qualifications:**

- Bachelor's degree in Business, Human Resources or equivalent required
- At least three years of recruiting experience required; experience recruiting for both professional and manufacturing jobs preferred
- Demonstrated knowledge of proactive short and long term talent recruiting and sourcing practices is a must
- Prior experience with HRIS and/or ATS databases; experience implementing systems preferred

- Proficient with reporting, developing and monitoring HR metrics
- Experience with effective use of Social Media tools
- Current knowledge of applicable governmental regulations
- Proficiency in MS Office applications essential (Excel, PowerPoint and Word skills)
- Certified (PHR) Professional in Human Resource preferred
- Experience in Affirmative Action Planning and reporting preferred
- Experience working in a recruiting environment where talent diversity is valued and actively pursued is preferred
- Excellent communication skills required (both verbal and written)
- Independent judgment and demonstrated ability to work with minimum supervision
- Demonstrated ability to prioritize and manage multiple projects
- Travel requirement: 5% required

**Core Competencies to be Successful:**

- Commitment to confidentiality and attention to detail
- Technical/Professional knowledge and skills
- Strong analytical and metrics orientation; comfortable being measured against metrics and using data analysis to identify continuous improvement opportunities
- Communication/Influence/Negotiation skills
- Business Acumen
- Integrity and trust
- Action Orientation; Follow Through
- Emotional capacity
- Customer/Quality focus

**Work Environment:**

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

To apply for this position, please complete an [employment application](#) and send to [careers@gorbel.com](mailto:careers@gorbel.com).

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