



Mechdyne
ENABLING DISCOVERY

Human Resources Generalist/Recruiter

Mechdyne has an exciting career opportunity on our Human Resource team. This position is primarily responsible for identification, screening, interviewing and referral of candidates to our hiring managers. This position is also responsible for external outreach which includes career fairs, recruiting for diversity and identifying, establishing and maintaining goodwill with recruiting resources.

What you'll be doing

- Assisting in the attraction, selection, and integration of personnel who meet Mechdyne requirements and selection standards
- Working with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills
- Suggest advertising sources and assisting with writing and recommending placement of job advertising according to need and within budget
- Actively recruit candidates from a variety of resources utilizing current technologies
- Planning recruitment visits to selected colleges and universities
- Seeking, establishing and maintaining relationships with recruitment sources including colleges, universities, professional networks and associations, and career fairs with the goal of recruiting diverse and qualified teammates
- Perform reference and background checks for new hires and discuss results with hiring managers
- Preparing new hire job offer documentation
- Assisting with the development and presentation of HR policies and recruitment procedures
- Perform and promote all activities in compliance with equal employment and non-discrimination policies
- Assisting with the administration of day-to-day operations of human resources functions and duties

What we're looking for

- Strong ability to listen, influence and inspire
- Communication skills to clearly articulate and support decisions; both written and oral
- Self-motivation and drive for excellence both personally and professionally
- Consummate learner holding a Bachelor's Degree in Human Resources or Business Administration and proven professional with 3+ years demonstrated experience in recruitment activities
- PHR certification preferred but not required
- In-depth knowledge of HR and employment laws
- Excellent PC skills (MS Office) and familiar with computer based applicant tracking systems
- Ability to maintain strict confidentiality

- Perceptive and capable of relating to teammates at all levels in our organization
- Sensitive to corporate needs, teammate goodwill and public image
- Ability to review, design, redesign employment/recruitment programs that allows HR to meet and exceed strategic goals
- Ability to thrive in a dynamic, fast paced environment

Mechdyne Corporation is a fast growing company that specializes in advanced Information Technology, Visualization and Virtual Reality Systems. We bend technology to our will to create unique solutions, and we are the market leader in AV/IT system deployment. Visit our website to learn more (www.mechdyne.com)

Mechdyne offers an exciting work environment, competitive salary, and a generous benefits package, including profit sharing. Mechdyne is an equal opportunity and affirmative action employer and strongly supports diversity in the workplace.

Our selection process includes a credit and background check, personality and aptitude assessment, and pre-employment drug testing to help ensure top candidates are added to our team.

Position located in Marshalltown, Iowa

All interested candidates should email their resumes to jobs@mechdyne.com.