



Job Posting

Company:

Todd & Sargent is a premier provider of custom design, engineering, and construction solutions to the feed, grain, flour, specialty, and dry-bulk industrial sectors. We have over 50 years of experience providing turnkey facilities, specializing in concrete slipform construction and millwright installation.

Job Title: Recruitment & Hiring Coordinator

Department: Operations

Reports to: Vice President of Operations

Location: Ames, IA

Do you enjoy talking to people? Do you interact well with people of all backgrounds? Are you friendly, yet assertive? Are you willing to regularly travel to locations throughout the U.S.? If you answer yes to these questions, then you may be a great fit for the role of Recruitment & Hiring Coordinator with Todd & Sargent.

Position Summary:

- Under the guidance of Todd & Sargent Operations and Human Resources management, the Recruiting & Hiring Coordinator is responsible for the recruiting and hiring process for field locations, to ensure that we obtain high-quality, productive, and safe workers for each of our projects.

Key Responsibilities:

- Evaluate and utilize best methods for hiring at each project location to include local newspapers/media, online job boards/listings, local job services/agencies, etc.
- Establish and maintain contact with labor agencies in project area
- Work closely with jobsite superintendents to understand labor needs and fill roles in a timely basis
- Collect applications, review applications/resumes, and pre-screen candidates making referrals on to jobsite superintendent
- Conduct jobsite candidate interviews alongside project superintendent
- Recruit, hire, and train local project secretary in alignment with jobsite superintendent's needs
- Coordinate the recruiting and hiring process for project workers throughout the job duration, with assistance from project secretary and superintendent
- In person, coordinate the onboarding and new hire paperwork for employees of each slip
- Assure all field employees new hire paperwork is completed appropriately for all jobsites

Qualifications:

- Associate's degree business, marketing, communications or equivalent preferred
- HR, marketing, or communications experience a plus



- Excellent written and verbal communication skills
- Action oriented, attention to detail, and organizational skills
- PC proficiency, especially in Microsoft Office Suite and email/internet usage
- Travel required, up to 50% based on jobsite hiring needs

Regular Hours: Monday-Friday, 8 am - 5 pm (Summer Hours Memorial to Labor Day)

Pay Rate: Based on qualifications and experience.

Application:

If your qualifications align with the requirements of this role, and you want to be part of a growing industry where you can put your skills to work, please visit www.tsargent.com/careers to apply.

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