



Recruiter

[Story City, IA](#)

[Recruiter - American Packaging Corporation Story City](#)

Description

For over a century, American Packaging Corporation (APC) has been a leading flexible packaging converter for customers throughout North America. We nurture our employees by providing competitive salaries, excellent benefits, 401(k) plans, and tuition reimbursement programs. These are just a few reasons why we were named a “Best of the Best” in the Best Workplaces in the Americas awards for 12 years in a row. APC’s longstanding success is fueled from the inside out, and we consistently seek to improve our internal operations to propel that success into the future.

SUMMARY: The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews and oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders as needed.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Performs other duties as assigned.
- Business travel as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Ideal candidates will possess a Bachelor's degree (B. A.) in Human Resources or related field, or relevant work experience. SHRM-CP, SHRM-SCP, PHR, or SPHR preferred. SHRM Talent Acquisition Specialty Credential a plus.

OTHER SKILLS & ABILITIES: Candidate must possess/exhibit the following skills/abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.
- Proficient with Paylocity.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a desk and working on a computer. Must be able to lift 15 pounds at times.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

American Packaging Corporation is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. American Packaging Corporation will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

If you are interested in applying for an employment opportunity and need special assistance or an accommodation to apply for a posted position, please contact our Human Resources department at APC-Careers@americanpackaging.com.