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| Job Title | <i>Recruiter</i> |
| Reports To | <i>HR Manager</i> |
| Manages | <i>Self</i> |

Company Summary

Priority Waste (www.prioritywaste.com), headquartered in Clinton Township, Michigan, provides waste hauling services across the Metro Detroit area. Our company has experienced rapid growth since its founding in 2018, and this growth has allowed us to continually expand our workforce. The Company operates out of several facilities, including two transfer stations. Priority Waste maintains a diversified platform providing service to both municipal solid-waste, construction, and demolition customers. Through our yellow fleet of residential, roll off, and front load trucks and containers, Priority Waste makes the customer experience our #1 priority.

Job Purpose

The Recruiter will play a vital role in the company's continued growth and success. In this role, you will partner with Hiring Managers to ensure the company's staffing needs are met. This role is designed to take ownership of recruitment and selection activities for a variety of hourly and salary positions, which will include exposure to a range of business facets, employees, and Human Resources functions.

Duties and Responsibilities

Duties include, but are not limited to:

- Full cycle recruiting of hourly and salary employees for a wide range of positions
- Develop recruitment and selection strategies unique to each position as needed, to ensure the best fit is determined for each role
- Work collaboratively with Hiring Managers and Human Resources team to create job postings that accurately reflect the respective roles. Assist in refining job descriptions to ensure they are accurate and fit the needs of the company
- Compose and post employment advertisements to various internal and external media; use social and professional networking sites to identify and source candidates; research, analyze, and apply new recruiting methods
- Complete phone interviews with candidates, share feedback with Hiring Managers, and coordinate next interviews as applicable

- Run and review pre-employment checks to ensure compliance with company standards and DOT regulations. Ensure legal compliance and validity of recruitment and selection activities
- Act as a liaison between candidates and the employer. Ensure consistent and thorough communication throughout the selection, hiring, and onboarding processes
- Set up employees and maintain employee information within electronic files and HRIS (Paylocity)
- Ensure all required documentation is correct and completed. Follow up with candidates and employees to obtain any missing information or documentation
- Complete onboarding activities which may include hosting orientation and training courses
- Advise Hiring Managers of best hiring practices
- Advise employees of company policies and procedures
- Continuously analyze work processes and make suggestions for improvements
- Miscellaneous Human Resources team projects; including employee engagement activities, streamlining processes, increasing efficiency, etc.

Candidate Profile

The successful candidate profile includes:

- Bachelor's degree in business or related field is preferred
- 1-2 years of recruiting experience is preferred
- Strong attention to detail
- Excellent verbal and written communication skills; including the ability to cater communication styles based on needs and preferences
- Strong organization and prioritization skills
- Knowledge of MS Office Suite including Excel, Word, PowerPoint, and Outlook
- Experience with an HRIS/ATS is preferred
- Ability to work in a dynamic, fast-paced team environment
- Ability to quickly adapt to changes in workload and priorities

Core Values

At Priority Waste, there are fundamental qualities that we look for in all our employees:

- People who excel in a collaborative environment (team players)
- A willingness to do whatever the situation calls for
- An excitement to be part of a growing organization
- A genuine understanding that the quality of your work has a direct impact on the company's success

Location & Travel

This is a full-time in office position, based at the company's headquarters in Clinton Township, MI. This position will include minimal travel to our Metro-Detroit locations. Additional travel for career fairs and business expansion activities may be required as well.