



HR Administrator / Recruiter – Vista, Ca

At Solatube International, Inc., we pride ourselves on manufacturing the world's #1 Tubular Daylighting Device. Our ability to accomplish this goal is based primarily on the people we hire. We look for adaptable, self-motivated, passionate, creative team players. If this sounds like you, why not bring your talents and skills to Solatube International? Visit our website at www.solatube.com

We are in search of an HR Administrator / Recruiter who will be responsible for recruitment, coordinating human resources activities and completing assigned projects. The HR Administrator/ Recruiter will be accountable for recruiting/on-boarding new employees, be the backup for payroll processing, and support general administrative activities within the HR Department. We are looking for the perfect combination of quick administrative speed, incredible attention to detail, instinctual ability to multitask and an interpersonal style that reflects our company culture. This is a temporary to full-time position.

Duties & Responsibilities

- Recruits for all levels within the organization
- Source candidates through job boards, advertisement, existing contacts and referrals
- Posts detailed job descriptions on company and external job boards
- Build and maintains a database (pipeline) of potential candidates for future openings
- Initiate phone screens and schedule qualified candidates for in person interviews
- Facilitates background check and on boarding documents
- Facilitates strategic relationships with recruiting firms
- Coordinates wellness events
- Helps create and deliver rewards and recognition programs
- Assists with employee award nominations
- Coordinates company events
- Assists developing new internal policies and procedures
- Ensures HR compliance with Company policies and procedures

Requirements

- Minimum 2 years experience in office management or administrative support
- Minimum 2 years experience in employee recruitment
- Must have working knowledge of HR practices, policies, and basic California employment laws
- Recent experience mining candidates through online media and social networking
- Outstanding interpersonal communication skills, both written and verbal
- Must have the ability to communicate effectively and tactfully with all levels of personnel
- Ability to manage multiple projects and prioritize deliverables in a demanding, fast paced environment
- Detail-oriented self-starter, ready to step in wherever needed
- Excellent skills related to Microsoft Office (Word, Excel, PowerPoint and ADP Workforce Now)

This position is ideal for a candidate wants to transition out of a staffing agency, direct hire firm or executive search firm and for someone who wants to develop their career in human resources.

Benefits

We offer growth potential for motivated professionals, great compensation, and full benefits including matching 401k, dental insurance, medical insurance, pre-tax accounts for health care, paid time off, and paid company holidays.

** Solatube International, Inc. is an Equal Opportunity Employer. Employment contingent upon successful completion of background investigation. Drug-free work environment. Only candidates whose profiles closely match requirements will be contacted during this search*