



**GRAYMONT**

## EXTERNAL POSTING

### Recruitment Coordinator

**LOCATION:** Salt Lake City, UT

**REPORTING TO:** Manager, Human Resources US

**SUMMARY:** This position, in conjunction with the Human Resources team, will provide staffing support for all US and Canadian operations, recruiting both salaried and hourly positions. This function requires travel up to approximately 20%.

#### **DUTIES AND RESPONSIBILITIES:**

- Support hiring managers and Human Resources team with internal recruitments including: preparing postings, scheduling interviews, relocation / immigration support if required and business orientation.
- Support hiring managers and Human Resources team with external recruitments including preparing external postings/ad copy, placing positions in appropriate media, interacting with recruiters, receiving and pre-screening applications, coordinating interviews, arranging applicant travel, conducting background checks, and preparing offer letters and new hire documentation.
- Manage internal and external postings on Graymont and other career websites.
- Support Human Resources team in developing strategic relationships with key recruiters.
- Develop and track staffing metrics.
- Improve applicant tracking processes.
- Support the development of creative recruitment strategies.
- Support attendance at job fairs and “on Campus” presentations.
- Assist in the development of, and provide ongoing support for, an Intern/COOP program.
- Provide generalist HR support as required.
- Function requires travel up to 20%.

#### **QUALIFICATIONS:**

- 1-3 years experience in salaried recruiting and other HR activities. Experience recruiting technical specialists preferred.
- Enthusiastic and enjoys dealing with people. Ability to quickly develop and establish relationships.
- Very well organized with a strong understanding and appreciation of deadlines and commitment to schedules.
- Ability to work in a fast paced environment and handle multiple tasks or projects.
- Sound knowledge of desktop computer applications (Excel, MS Office etc).
- Excellent verbal and written communication skills; ability to communicate effectively to resolve issues.
- Ability to work in a team atmosphere or independently.
- French fluency an asset.

Please forward resumes to Matt Guss via email: [mguss@graymont.com](mailto:mguss@graymont.com)

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