

Human Resources/Recruiting Assistant

Fire-Dex is family-owned, global manufacturer of head-to-toe personal protective equipment (PPE) for first responders and an Independent Service Provider (ISP) of PPE care and maintenance. We are actively seeking a **Human Resources/Recruiting Assistant**, with a focus on full life-cycle recruiting based out of our headquarters in Medina, OH. This is a hands-on recruiting role responsible for interview and onboarding coordination and administration of various talent acquisition related tasks. They will also assist on various HR functions and projects.

Responsibilities include:

- Manage the full life-cycle recruiting and onboarding process, primarily for manufacturing site roles, including but not limited to:
 - Screen resumes/applications, interview candidates, and administer appropriate assessments
 - Maintain communications and guidance with candidates, hiring managers, and staffing vendors throughout the selection processes
 - Administer the drug screen and background check processes
 - Extend employment offers, and counsel candidates on company culture, benefits and programs
 - Coordinate start dates and onboarding details
 - Conduct portions of new hire orientation, including processing new hire forms
 - Assure legal compliance throughout pre-employment and onboarding
- Develop and implement sourcing and outreach strategies for assigned positions, including creating job posting ads and promoting Fire-Dex's dynamic culture and as a great place to work
- May organize the hosting of on-site tours for community exposure and job exploration
- Represent the company in public settings, such as job fairs and other community events
- Maintains the compliance, integrity and confidentiality of all department-related information and will assist with the organization and filing of required documents
- Complete data entry, tracking, reporting and metrics to support HR
- Support and assist with coordinating the organization and execution of various employee programs, activities, and communications, including but not limited to wellness, engagement and morale
- Communicate effectively with employees through unexpected situations and seek solutions and follow-up on a timely basis, with a focus on answering benefit-related and payroll questions and supporting benefits open enrollment
- Contribute to ongoing continuous improvement of HR efforts
- May coordinate associate leaves of absences
- May assist in completing various company recognition award applications and coordination of related events
- Other responsibilities and projects as assigned

Candidates should possess the following:

- Bachelor's Degree in Human Resources, Organizational Development, Business, or related field
- Strong experience with full-cycle recruitment
- Passion for recruiting/talent acquisition

- Human resources assistant or generalist support experience is a strong plus
- Knowledge of current and progressive laws, principles, and practices of human resources management
- Self-motivated and action-oriented, with high energy
- Proficiency to communicate well with all different levels, internally and externally, including verbal, electronic, written, and possess strong presentation skills
- Proficiency with Microsoft Office Suite (Excel, PowerPoint, and Word)
- Efficient with prioritizing and multi-tasking, including being productive while handling re-directions and interruptions based upon business needs
- Possess a high attention to detail
- Ability to keep information confidential
- Possess creativity to assist with employee events and communication
- Must be flexible and accommodating to handle a variety of expectations
- Ability to work in teams as well as possess self-accountability
- Possess a strong sense of urgency, follow-through, and diligence, including meeting deadlines and have the ability to remain organized with and keep track of multiple sources of information and data
- Possess strong problem-solving skills, including the ability to deal with problems involving several concrete variables in standardized situations

Benefits:

- Competitive salary
- Full-time benefits include health, dental and vision plans, life insurance, 401K and matching, profit sharing, EAP, paid time off and other perks
- Fulfillment about your work and this industry because it is impactful

More About Us:

- Mission is to serve those who serve. Our values include fun, integrity, respect, and excellence = FIRE!
- Headquartered in Medina, OH (in between Cleveland and Akron)
- Over 37 years in business
- Multi award-winning organization – including recognition as a Top Workplace by NorthCoast 99 four times over, Cascade Capital Business Growth Award seven times and Weatherhead 100!

How to Apply:

www.firedex.com/employment or submit resume to: hr@firedex.com

EOE | Drug Free Workplace | Background Check | E-Verify