



SEFNCO Communications is currently recruiting for a Corporate Recruiter at our Puyallup, WA Headquarters!

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Summary:

The Corporate Recruiter is responsible for delivering all facets of recruiting success throughout the organization. This will be achieved through employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The Corporate Recruiter will play a critical role in ensuring we are hiring the best possible talent for SEFNCO Communications Inc.

Primary Duties:

- Quarterly forecasting meetings with our market VP's to fill staffing needs of SEFNCO Communications Inc.
- Source a pipeline of technical candidates by utilizing an internal database, job boards, networking, referrals and any other creative means of locating qualified candidates.
- Develop network of business and candidate contacts within the industry.
- Conduct full cycle recruiting including sourcing, screening, interviewing and reference checks.
- Present candidates to the market in need, coordinate interviews, negotiate pay rates and extend employment offers in partnership with local management.
- Recruit effectively, demonstrating the ability to successfully multi-task and work within a timely manner.
- Demonstrate a full understanding of all market needs expressing urgency, meeting deadlines and responsiveness to candidate acquisition.
- Demonstrate successful lead generation, new market penetration and high volume sourcing of qualified candidates for open positions.
- Manage and oversee professional and technical relationships with associates and candidates to build professional contacts/networks, and achieve a pro-active approach to recruiting and candidate acquisition in respective market.
- Ongoing review and update of the Employee Referral Program.
- Weekly reporting on open and staffed positions.

Secondary Duties:

- Work with HR, DBS and Corporate Training & Development Manager in monitoring retention, potential succession planning and development program.

- Work with Corporate Training & Development Manager, Training & Development Specialist and Technical Training Specialist and Subject Matter Experts to identify required skill sets, and personal competencies for a successful recruit.
- Perform other duties as assigned

Skills/Qualifications:

- Valid US Driver's license
- Clean driving record
- 4+ years of Staffing industry recruitment experience is required
- Experience recruiting candidates from the Communications or Low voltage industry is strongly preferred.
- BA/BS Degree in Business or related degree strongly preferred.
- Proven past performance in a recruitment capacity by achieving KPI's and revenue growth goals.
- Knowledge of the staffing industry and recruitment process.
- Strong negotiation skills.
- Proven ability to carry out assigned projects to their completion with minimal supervision
- Exceptional interpersonal and decision making skills required
- Highly organized person and can show planning and processes to support daily work
- Positive people skills and pleasant demeanor
- Ability to maintain and ensure confidentiality
- Lift and carry up to 70 lbs.
- Must pass UI Test (urinalysis)
- Proficient with Microsoft Office products - Outlook, Excel, Word, Etc...
- Punctual & dependable
- Occasional travel required

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

Interested and qualified candidates: Please send your resume to careers@sefnco.com RE: Recruiter_CORP

Pre-employment drug screen and criminal background check required.

SEFNCO participates in E-Verify and E-Screen.

SEFNCO is an Equal Opportunity Employer