



## POSITION SPECIFICS

**DEPARTMENT** All

**REPORT TO** HR Director

## DESCRIPTION

Attract and retain talent and effectively engage department personnel.

## RESPONSIBILITIES

- + Provide interview guides to managers, scheduling interviews, filing paperwork, and ensuring new hires complete required paperwork
- + Perform training during new employee orientation.
- + Seek out quality candidates, confirming their qualifications and place them in open roles.
- + Research job seekers and invite them to apply.
- + Screen candidates through interviews.
- + Coordinate and attend career fairs and open houses.

## QUALIFICATIONS

- + Experience using standard desktop load applications such as Microsoft Office and internet applications.
- + The want to build excellent customer service skills.
- + Train on the proper analyzing and interpreting skills for reading data and reports.
- + Ability to learn and excel in a fast-paced environment.

## COMPETITIVE WAGES & BENEFITS

Health | Dental | Vision | Life Insurance | Disability | 401k | PTO | Paid holidays | +More

**ASHLEY, ND**  
9589 49<sup>TH</sup> AVE SE  
(701) 288-3471

**ELLENDALE, ND**  
209 11<sup>TH</sup> ST N  
(701) 349-5336

**LAMOURE, ND**  
200 6<sup>TH</sup> ST SW  
(701) 883-5271

**MILNOR, ND**  
520 MAIN ST  
(701) 427-5224

**NAPOLEON, ND**  
904 N BROADWAY  
(701) 754-2256

**BRITTON, SD**  
42168 SD HWY 10  
(605) 448-5918