
Site Willis 1801 Willis Rd Richmond VA23237

Job Description

Productiv Inc is looking to hire an **Onsite Recruiter** for our growing team! We are looking for a self-motivated individual with problem solving skills, a competitive nature and energizing personality, capable of working with little to no supervision.

Description

- Build, maintain and nurture strong relationships with our client.
- Participate in client meetings
- Remain informed and knowledgeable of client's business needs
- Track client's key metrics
- Recruit, interview, hire and onboard new candidates
- Ensure sufficient candidate flow to meet all customer requirements
- Conduct successful orientations and quality checks with new hires
- Manage all aspects of field employee employment at the site including coaching, counseling, and termination while maintaining related support functions
- Find creative, proactive solutions to staffing and performance challenges
- Foster an environment of teamwork and cooperation and a culture of workplace safety
- Conduct site evaluations and safety walks
- Participate in client safety meetings and training.
- Maintain client relationship through active communication.

Job Requirements

- A minimum of 1 year of recruitment experience- previous onsite supervisor experience is strongly preferred but not required
- Excellent written and verbal communication skills
- Ability to multi-task and meet tight deadlines
- Ability to work effectively in a fast-paced, high-volume environment
- Bilingual is a MUST (English/Spanish)
- Understanding and knowledge of human resource practices, employee relations, state and federal laws, workers compensation, safety, risk and payroll/ timekeeping.
- Proficient in Microsoft Office.
- Ability to navigate and work with various timekeeping and payroll systems and databases. Prior experience with UAttend, is ideal.

Job Type: Full-time

Salary: \$15.00 /hour plus bonus