

**About Us:**

Redbarn Pet Products is a manufacturer of premium pet food, treats, and chews. For over 20 years, Redbarn has been a family-owned business, and our co-founders, Jeff and Howie, are committed to staying that way. What began in 1996 as two lifelong best friends cooking in a kitchen has flourished into what they call, one big family. Jeff and Howie are honored to have many talented people who've worked beside them for 20 years now and to support a team of more than 500 today. Together, we work every day to put a smile on your pet's face.

**Position Summary**

The Recruiting and Onboarding Specialist will manage the full recruitment cycle from sourcing job candidates to onboarding new hires.

**Roles and Responsibilities**

- Develop and use a variety of recruiting methods including job boards, LinkedIn, social media, networking, referrals, local colleges, recruiting events and role specific resources to maximize candidate sourcing.
- Manage all candidate inquiries and handle the administrative functions of the role and its duties to include:
  - Write and maintain onsite job descriptions, corresponding job advertisements, etc.
  - Post and manage jobs and applications on external recruiting tools/apps
  - Review, assess and recommend candidates to hiring manager; provide timely candidate follow-up as decisions are made on their applications
  - Schedule and conduct phone screens, coordinate interview scheduling with hiring manager
  - Handle offer processing and assist, as needed, with salary and benefit negotiations
  - Conduct new hire orientation and assist with the coordination of new hire training
  - Deliver, bear witness and execute documents required of all new hires (W-4 and I-9, etc.)
  - Act as new hire liaison throughout hiring phase and through initial classroom training
  - Ensure new employee wellness through regular check-ins at 30, 60 and 90 days; coordinate feedback review with hiring manager at 90 days and six months
  - Assist with the development of documents, job descriptions and other employment-related materials
  - Assist onsite HR/Safety Manager and Corporate human resources with administrative tasks and special projects as needed

**QUALIFICATIONS****Education and Experience:**

- Associates degree and/or equivalent working experience in human resources, preferred
- Staffing and recruiting experience, preferred
- Experience in social media searches, as well as traditional recruiting methods, preferred
- Ability to speak & write effectively in an engaging and professional manner in both English and Spanish

- Excellent oral and written communication skills are required.
- Ability to assess and discern talent, culture fit and technical skills; make connections and match candidates effectively with openings
- Demonstrated ability to organize, prioritize and focus on requests with attention to detail
- Must possess exceptional written, verbal, organizational, interpersonal skills
- Ability to work independently and as a team player in person and with remote teams
- Strong organizational and time management skills
- Proficiency with (Excel, PowerPoint, Word, Outlook, and Gmail); knowledge of Paycom a plus
- Onsite position, local candidates or candidates residing within 30 minutes of facility is preferred
- Willing to train the right candidate

The Company offers competitive wages and benefits including employee discounts, company matched 401(k), Medical Insurance, Vacation and Paid Holidays.

To apply, please email resume with salary requirements.

Redbarn Pet Products is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.