



Requisition #21-011

EMPLOYMENT POSTING

Job Title: Recruiter/HR Generalist

Department/Work Area: **91 Finance**

Overland Park, KS

As a Recruiter/HR Generalist at Selex you will attract top talent to join our team and support all lines of business. You will provide top-notch service to our internal customers and external candidates to ensure a fantastic experience for everyone involved. The ideal candidate for this role will have experience recruiting talent in the areas of Engineering, Manufacturing, technical positions, as well as senior level leadership positions.

Essential Functions:

- Identify sources of active and passive candidates including LinkedIn, Job Boards, social media, direct contact, employee referrals, networking events, and other passive sourcing activities and databases
- Work with hiring managers to develop and execute sourcing strategies, including social media and employee referrals
- Screen candidates for candidate background, education, skills, and fit with the company against job requirements
- Participate in and attend job fairs and outside networking events to develop a strong pipeline of candidates to effectively meet hiring needs
- Ensure candidates are moved through the hiring process in a timely manner
- Create, present and close offers
- Support other Human Resources activities

Skills & Abilities:

- Proven success identifying creative sources, and attracting passive job seekers
- Excellent communication, time management, and problem-solving skills
- Demonstrated success of full-cycle recruitment
- Ability to build effective relationships with hiring managers
- Able to work independently as well as part of a team, with flexibility and willingness to learn and to take initiative on variety of tasks and projects
- Ability to work under pressure and meet goals
- Understanding of fair employment practices as well as Diversity, Equity & Inclusion Training and Experience
- Bachelor's degree required
- 2-5 years of successful recruiting experience required
- Experience hiring roles in Engineering, Manufacturing, technical positions
- Some domestic travel required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Any employee interested in this position may submit a Request for Position Consideration. This form can be obtained from Human Resources.

Alicia Worthey, Human Resources Director