



Job Title:	Recruiting Specialist
Department:	Human Resources
Reports To:	HR Manager
Supervises:	None
Job Group:	Professionals
Exempt or Non-Exempt:	Exempt

Job Description:

The Recruiting Specialist is responsible for identifying, attracting, and hiring top talent to support business growth and operational excellence. This role serves as a key partner to hiring managers throughout the recruiting process, ensuring an exceptional candidate experience while delivering qualified talent for current and future workforce needs.

The Recruiting Specialist manages full-cycle recruiting activities, including screening, interviewing, selection, and onboarding support. By building strong talent pipelines and fostering relationships with candidates, educational institutions, and hiring managers, this role contributes to the long-term success of the organization.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Manage full-cycle recruiting activities for assigned positions across multiple regions and locations.
- Partner with hiring managers to understand staffing needs, workforce requirements, and ideal candidate profiles.
- Develop and execute recruiting strategies to attract qualified candidates through job boards, social media, networking, employee referrals, job fairs, and community partnerships.
- Conduct candidate sourcing, resume reviews, phone screens, and initial interviews to assess qualifications, experience, and culture fit.
- Coordinate and facilitate interview scheduling between candidates and hiring teams.
- Coach hiring managers on effective interviewing techniques, candidate evaluation, and selection best practices.
- Lead structured interviews and provide recommendations to hiring managers regarding candidate suitability.
- Manage candidate communications throughout the recruitment process to ensure a positive and professional experience.
- Prepare offer recommendations and assist with offer negotiations and pre-employment processes.

- Develop and maintain talent pipelines for critical and high-volume positions.
- Monitor recruiting metrics including time-to-fill, quality of hire, candidate sources, and applicant conversion rates.
- Support onboarding activities to ensure a smooth transition for new team members.
- Partner with the Recruiting Program Managers to develop and maintain professional relationships with college and university programs and placement offices to generate qualified applicants.
- Support management with recruiting and hiring needs such as pre-screening, interviews, assessments, ad placement, advising on offers, and more.
- Facilitate training for management on a variety of HR topics to include: the hiring process, and interviewing skills..
- Partner with HR Manager and management on special projects related to a wide variety of HR initiatives.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Qualified candidates should have 2+ years of recruiting, talent acquisition, human resources, or related experience.
- A bachelor's degree in Human Resources, Business, Communications, Marketing, or related field is preferred.
- Strong candidates will have experience interviewing and evaluating candidates along with an understanding of full-cycle recruiting processes and employment practices.
- Candidates should have experience utilizing applicant tracking systems.
- Strong interviewing, communication, and relationship-building skills are preferred. Should also have good organizational and administrative skills with strong attention to detail.
- Candidates need to have the ability to manage multiple requisitions and priorities simultaneously.
- Candidates need to have the ability to travel up to 10%.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
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Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			