

TRUMPF Inc. Job Description

TRUMPF is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without regard to race, color, religion, sex, marital status, national origin, ancestry, age, past or present history of mental disorder, physical, or learning disability, mental retardation, sexual orientation, genetic information or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Position/Title: **Recruiter & Coordinator**
Reports To: Human Resources Supervisor
Executive: Head of Finance
Department: Human Resources - TRUMPF Photonics, Cranbury, NJ
Date Completed: October 2017
FLSA Status: Non-Exempt Exempt:

Summary

The Recruiter/Coordinator will manage and drive full recruitment cycle at TUSP through active sourcing of multiple channels, screening resumes, scheduling interviews and closing candidates, all while working with hiring managers and HR team. Responsible for coordinating new hire orientations and related on-boarding activities.

Principle Duties & Responsibilities

The statements below are intended to describe the general nature and level of work in this position. They are not intended to be an exhaustive list of all responsibilities. The position may require that employees perform other duties as assigned.

- Manage full cycle recruiting process for multiple positions across engineering, R & D, production and support staff.
- Attract top talent by sourcing across multiple and creative channels by working with hiring managers to develop recruitment strategies.
- Interview and qualify potential candidates to ensure they possess the right skills sets, character and experience.
- Add value to the candidate experience by going above and beyond during the phone screens, providing deeper insight into how the position fits within the candidate's respective skill set as well as TRUMPF while keeping the candidate continually informed throughout the hiring process.
- Builds strong relationships and collaborates with hiring managers to understand their unique hiring needs and goals, and evaluates candidates focus.
- Drives offer process, including approvals, and negotiations with HR Supervisor.
- Prepares offer letter, new hire package and processes all pre-employment requirements.
- Works in coordination with HR team for onboarding
- Represents TRUMPF's mission, visions and values with integrity and professionalism.
- Responsible for Affirmative Action Programs and ensures efforts to conform to EEO regulations. Serves as point person to corporate for reporting/action.
- Manage internal postings and candidates for transparency while maintaining internal growth.
- Works with HR Generalist on Tracker ensuring all new hires are reported and processed timely.
- Attend industry specific conference, college and recruitment Fairs representing TRUMPF Photonics.
- Conducts Exit interviews with employees who are voluntarily separating with TUSP.
- Other duties as assigned.



TRUMPF Photonics

Skills & Experience

- 5+ years of full cycle recruiting experience in a fast paced environment preferably as an “in house” recruiter in R&D, manufacturing, Engineering environment for Exempt and Non-exempt positions
- BS in Human Resources, Psychology or related field
- AIRS or SHRM certification preferred
- Ability to quickly develop a deep understanding of TRUMPF’s mission and exhibit the ability to represent TRUMPF across multiple channels of communication
- Strong sense of urgency, extremely diligent and detail oriented while maintaining flexibility and good sense of humor
- Self-driven and highly motivated, a true sense of ownership
- Exceptional communication and Microsoft Offices skills
- Strong knowledge of Employment Laws and Regulations
- Experience with LinkedIn, CareerBuilder , Talent Gather, ADP Workforce/ATS, and Workday strongly preferred
- Ability to travel minimally once a month to job/college/industry fairs and/or training.

If interested, please apply through Indeed or www.careersattrumpf.com