



"Your Source For Packaging, Shipping & Safety Supplies"

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Website: www.wraptite.com

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Position Description: HR & Recruiting Associate

SUMMARY

All aspects of HR with emphasis on recruiting.

PRIMARY RESPONSIBILITIES

- Partner with WT managers to determine staffing needs within WT.
- Will work with various candidate search resources like:
 - advertisements in appropriate sites (linked in, monster.com, craig list etc.)/publications;
 - will work with various universities- career fair and placement offices;
 - search and staffing firms
 - various recruiting agencies like Ohio Means Jobs etc
- Screen Resumes.
- Perform in person and phone interviews.
- Schedule interviews with WT managers & Administration.
- Schedule pre-employment screenings.and co-ordinate various checks and tests depending on the job needs
- Maintain personnel folders.
- Maintain ADP hours for hourly and salary when needed.
- Schedule new hire evaluations.
- Work with HR Coordinator on all other aspects of HR.
- Comply with all federal and state employment law
- Will work in a safe manner

Requirements:

- Bachelor degree or equivalent experience
- Ability to Market the Positions
- Considerable skill verbal techniques

Exempt or Non-Exempt:
 Reporting to:
 Pay Rate:
 Hours Worked/Overtime:
 Bonus Details

Exempt
 Manager
 Level 5 (\$ 30-40K)
 As and when needed
 Annually



Manufacturing Plant:

6075 Cochran Rd. Solon, OH 44139

Corporate Headquarters & Manufacturing:

6200 Cochran Rd. Solon, OH 44139

Other Locations:

500 Shotgun Rd. Sunrise, FL 33326
1395 E. Irving Park Rd., IL 60510