



# Now Hiring

## Human Resources Recruiter - Specialist

### Summary

This position supports Minn-Dak Farmers Cooperative in coordination of: recruiting to fill open positions, School Outreach Program, job fairs, recalling harvest and seasonal employees, Intern Program, Referral Program, Educational Reimbursement Program, Work Opportunity Tax Credit Program, New Hire Orientation, Training Records. This position meets the demand of timely and accurate reports and projects year-round.

### Essential Job Duties

- Responsible for recruitment activities by coordinating a range of activities that include advertising in print and radio, job fairs, campus events, recruitment boards, online employment forums, social media, school outreach
- Coordinates recruitment and recall of approximately 400 seasonal and harvest employees
- Designs job description for all positions
- Promotes Minn-Dak's reputation as an employer of choice
- Develop recruiting and retention strategies
- Partner with hiring managers to identify future hiring needs
- Coordinate Intern Program
- Maintain Bonus Program
- Maintain Educational Reimbursement Program
- Coordinate Work Opportunity Tax Credit Program
- Coordinate New Employee Orientation
- Maintain employee locker assignments
- Tracks training for factory union positions
- Completes biweekly Crew Head Count Report
- Tracks turnover and completes monthly report
- Represent Company on Job Service Employer Committee
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Post-secondary degree in Human Resources or Business
- Minimum of 3 yrs. experience in recruitment of exempt and non-exempt positions
- Experience working with Union and CBA
- Possess excellent verbal and written communication skills
- Supports workplace diversity
- Familiarity with relevant employment law
- Advocate for new and established employees
- Strong computer technology skills
- Embrace teamwork
- Ability to communicate effectively and work cohesively with employees at all levels
- Ability to build professional relationships and identify networking opportunities to promote Minn-Dak
- Organized and detail oriented & Interpersonal skills
- Self-starter and able to monitor multiple projects simultaneously

### Physical Demands and Expectation

- Able to bend and lift up to 50 pounds
- Able to sit for extended periods of time
- Able to climb stairs

### Minn-Dak Farmers Cooperative

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