

NOW HIRING

Human Resources Specialist - Recruiter

Minn-Dak Farmers Cooperative is seeking a full time Human Resources Specialist – Recruiter. This position supports Minn-Dak Farmers Cooperative in coordination of recruiting to fill open positions, New Hire Orientation, School Outreach Program, job fairs, recalling seasonal and harvest employees, Intern Program, Referral Program, Educational Reimbursement Program, Work Opportunity Tax Credit Program. 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, recruitment boards, online employment forums, social media, campus events, job fairs and 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
- Completes biweekly Crew Head Count Report
- Tracks turnover and completes monthly report
- Represent Company on Job Service Employer Committee
- Other duties as required by the business
- 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

Comprehensive benefit package including: health, dental, and vision insurance; 401(k) plan; PTO; paid holidays.

Application Process

Application available at: <http://www.mdf.coop/careers> All interested and qualified individuals are encouraged to fill out an application and provide a cover letter and resume. Please email to recruiting@mdf.coop or mail to:



MINN-DAK FARMERS COOPERATIVE
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Equal Opportunity Employer