



Now Hiring

Human Resources Recruiter / Specialist

Summary

This position supports Minn-Dak Farmers Cooperative in the coordination of recruiting to fill open positions, job fairs, recalling harvest and seasonal employees, Intern Program, Referral Program, Educational Reimbursement Program, and New Hire Orientation. This position also assists with attendance, turnover, and locker assignments.

Principal Working Relationships

- Supervisor: Vice President of Human Resources and Safety

Essential Job Duties

- Coordinate Work Opportunity Tax Credit Program
- Coordinate New Employee Orientation
- Completes biweekly Crew Head Count Report
- Tracks turnover and completes monthly report
- 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
- 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
- Experience working with Union and CBA
- Familiarity with health, dental, and vision along with LTD
- 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
- Minimal travel to represent the company at different venues, when required.
- Exercise good and sound judgment and discretion in organization matters.
- Problem solver and team player.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Detailed oriented
- Communication
- Customer service skills
- Teamwork
- Problem solving
- Organization
- Initiative
- Proficiency with systems

Minn-Dak Farmers Cooperative

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