



**22806 Northwest Lake Dr.
Houston, Texas 77095
Tel: (713) 462-4181
Tel: (800) 447-4230**

Position: Recruitment Specialist

Reports to: VP - Human Resources & Safety

Objective: The Recruitment Specialist will be responsible for managing the full recruitment cycle, from sourcing and attracting candidates to onboarding new hires for AIV & GCM globally. This role will be essential in overseeing the recruiting and onboarding aspects of our UKG system implementation, ensuring its effective integration to support our HR operations. Additionally, the position will be responsible for maintaining the system once the modules are live. Furthermore, this role will develop and manage an internship program, collaborating with colleges, designing recruitment strategies, conducting interviews, and ensuring interns have a valuable experience.

Key Responsibilities:

Recruitment:

- Develop and execute effective recruitment strategies to attract top talent for various positions within the organization.
- Source and screen candidates through various channels, including job boards, social media, and professional networks.
- Conduct interviews and assessments to identify the best candidates for open positions.
- Collaborate with hiring managers to understand their staffing needs and provide guidance on recruitment best practices.
- Maintain a pipeline of qualified candidates for future hiring needs.
- Manage the candidate's experience, ensuring a positive and engaging recruitment process.
- Attend industry job fairs
- Work with local trade schools
- Oversee and manage usage of staffing firms

College Internship Program:

- Develop and implement a comprehensive internship program that aligns with the company's goals and industry standards.
- Collaborate with college career services, professors, and student organizations to promote internship opportunities.
- Develop onboarding and training materials to provide interns with valuable and educational experience, encouraging them to apply for available full time permanent positions upon completing their studies.
- Coordinate with department managers to ensure interns are integrated into the team and have meaningful work assignments.
- Monitor and evaluate the performance of interns, providing feedback and guidance as needed.

Onboarding:

- Coordinate and facilitate new hire orientation sessions.
- Ensure all on-boarding documentation is completed accurately and in a timely manner.



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- Monitor and improve the onboarding process to enhance the new hire experience.

HRIS Implementation (Recruiting & Onboarding Components):

- Collaborate closely with the UKG project team to meet the needs of the recruitment and onboarding processes.
- Oversee the recruiting and onboarding components of the UKG implementation project.
- Ensure the system is effectively integrated to support our HR operations.
- Configure and test the recruitment and onboarding modules within the UKG system.
- Develop and deliver training to the hiring managers on the use of the UKG recruitment and onboarding tools.
- Maintain the system once the modules are live, troubleshooting and resolving any issues.

Supervisory Responsibility

- This position has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Proven experience as a corporate recruiter or in a similar recruitment role.
- Knowledge of principles and practices of the human resource department relevant to role.
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods.
- A keen understanding of the differences between various roles within organizations.
- Highly effective oral and written communication skills in the English language.
- Able to demonstrate flexible and efficient time management including prioritizing workload.
- Excellent interpersonal skills enabling one to establish and maintain healthy working relationships with others.
- Experience with HRIS systems, preferably UKG, including implementation and configuration a huge plus.
- Familiarity with resume databases and professional networks

Education and Qualifications

- 3-5+ years of recent relevant experience
- Expertise in recruitment in energy and related industries
- BA/BS degree or equivalent experience
- Experience in the valve industry a plus
- Global relevant experience is a plus
- Bilingual (Spanish language) preferred