



Recruiter

This role is located in Elkhart, IN

Want to be part of a fast-growing, high-tech company that is launching new products nationally and experiencing exceptional growth for themselves and their high performing employees? Enjoy traveling and meeting new people, want the ability to work independently with the opportunity to enhance your career and achieve real results?

Then, Truma has a place for you!

Who We Are:

Truma is a leading international manufacturer of highly developed heating and water heater systems, as well as comfort accessories for travel trailers and motorhomes. Our global success and top market share come from our customer focus, innovation, product quality and outstanding service. Truma is a medium-sized, family-oriented company with over 600 employees globally and a long history going back more than 70 years.

What We Offer:

Exciting entrepreneurial, family-oriented work environment with flexible work/life balance schedules

Challenging and progressive career development

Competitive salaries, travel mileage reimbursements, and excellent health benefits including Medical, Dental, Vision, Short-term Disability, Voluntary Life Insurance, and Basic Life Insurance (company paid)

Simple IRA with Company Match

Best practice PTO policies and paid holidays

Open communication, informal recognition, and team-building events

And much more to motivated, results-oriented individuals who want to make a real difference in their community and role

What You'll Do:

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. They will be responsible for consulting with hiring managers to understand their recruitment needs, develop sourcing strategies to leverage diverse high caliber candidates, pre-screen candidates to assess their qualifications through a combination of behavioral and competency based interviewing, monitor requisition status to ensure an efficient recruitment process. The Recruiter will also administer the onboarding process to ensure a positive new hire experience.



Your Accountabilities in the Role:

1. Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
2. Assist with the interview process, attending and conducting interviews with managers.
3. Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
4. Arrange pre-employment testing, background & reference screenings.
5. Conduct new employee onboarding, ensuring process is engaging and that processes are followed and accurate.
6. Research and recommend new sources for active and passive candidate recruiting.
7. Continuously develop networks/partnerships to actively build database/pipeline of candidates and the Truma brand.
8. Place and update all job postings in various Medias including internet sites, colleges, social networks, and community boards.
9. Communicate with managers and employees regularly to promote Truma referral program and internal opportunities.
10. Conduct regular follow-up with managers to determine the effectiveness of recruiting efforts.
11. Stay current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices.
12. Serve as a liaison with colleges and industry associations.
13. Regularly attend job fairs in the region and colleges.

The job criteria may include other duties, responsibilities, and activities, which may change or be assigned at any time with or without notice.

Position Requirements:

- A. **Education:** Higher education (two-or four-year college degree), or equivalent work experience, required.
- B. **Experience:** Minimum 2 years' experience in human resources, talent acquisition, and interviewing experience preferred. Demonstrated knowledge of various recruiting techniques, and experience in online/social media recruiting.
- C. **Functional Skills:** Strong understanding of staffing principles, laws, and procedures and a solid working knowledge of recruitment/employment programs. Strong work ethic and sense of integrity, trustworthiness and ability to main a high level of confidentiality. Creative in brainstorming in proposing new ideas and solutions to existing problems.
- D. **Technology Aptitude/Skills:** Strong computer skills, including Office 365, social media platforms, and HRIS system(s).
- E. **Language Skills:** Must possess excellent oral/written communication, marketing, presentation, interviewing and interpersonal skills. Strong customer service skills and the ability to interact with employees at all levels throughout the company.
- F. **Leadership/Behaviors:** Must be a self-starter with excellent time management, multi-tasking and organizational skills.
- G. **Culture Match:** Professional in appearance, reliable and able to work within a close team while possessing individual accountability for the role is key. Must be presentable to meet with external and internal partners and customers. Team-oriented with a positive attitude.



Contact us today and learn more about the Truma Family and how we can enhance Your Career!

Email: careers@trumacorp.com

We are an Equal Opportunity Employer