

TITLE: Recruiter - Specializing in Beverage Industry  
DEPARTMENT: Administration  
REPORTS TO: Human Resources Manager  
LOCATION: Richmond, California  
BENEFITS: Yes  
STATUS: Full-Time, Non-exempt

***Position summary***

Bay Area Beverage understands that building a better future for the company is directly dependent on building a better future for our employees. We are committed to helping create a path to that future by cultivating a learning environment and helping our employees shape the future direction of their career.

In your role as a recruiter, your key responsibilities include

- sourcing and reviewing resumes
- establish a pipeline of candidates that are ready for workforce entry
- conducting candidate screens, performing data entry of candidate activities, tracking completion of drug tests and background checks
- greeting candidates and managing their experience using excellent customer service skills
- scheduling in-person interviews with hiring managers
- providing follow-up correspondence to candidates on application status via phone and email
- ensuring the completion and accuracy of new hire process and all other employee related paperwork
- assisting in coordinating other recruitment activities as needed
- working with supervisors and managers to ensure job postings are accurate and complete
- expanding our talent resource network by participating in job fairs, and spearheading recruiting efforts with community colleges, student organizations and vocational schools
- participating in the interview and selection of new talent
- developing onboarding program (15 – 30 – 60 – 90 – 120-day new employee experience reviews and supervisor reviews of the new employee)

Skills required for this position include:

- proven skills in recruiting talent and developing relationships with community organizations
- proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- exceptional attention to detail and accuracy
- solid verbal and written communication skills
- strong project management skills
- flexible and adaptable to work in a fast-paced, ever changing environment
- comfortable working in a warehouse or office setting, or in the field at customer accounts
- bilingual Spanish is a big plus