



At Richardson Sports we foster an environment of inclusion, diversity and work-life balance. This full time position offers a great work environment, and offers a competitive compensation package with full benefits. We specialize in serving the team market, now we are looking for excellent candidates for *our* team!

JOB BRIEF:

The Human Resource Specialist/Recruiter will play a pivotal role in recruiting, training, community involvement and event planning, along with assisting with a variety of HR functions. This position will work with a variety of departments to recruit and train qualified candidates throughout the company. Company events are a large part of our company culture, this position will be responsible for the planning and execution of these events.

DUTIES & RESPONSIBILITIES:

- Recruit, screen and assist with employee selection company-wide
- Assist and represent the company at local job fairs
- Administer skills tests to prospective employees
- New hire orientation and benefits training for employees
- Administers Employee Recognition program every quarter
- Assists with coordination of company store
- Attend monthly Safety Committee meeting and assist with maintaining safety standards
- Coordinate company events with HR Assistant
- Perform other related duties as assigned

REQUIREMENTS:

- Bachelor's or Associate's Degree
- 2-4 years HR experience, focusing on recruiting
- Bilingual, English/Spanish

PROFESSIONAL COMPETENCIES:

- Excellent Customer Service skills
- Excellent written and oral communication skills
- Detail oriented, organized, professional
- Project Management skills
- Proficient in Word, Excel, and Outlook
- Ability to maintain a high level of confidentiality
- Must have the ability to exercise considerable judgement and discretion in establishing and maintaining good working relationships