

70 Years of Building Value into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air—indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Zeeland, Michigan facility we are looking for a Talent Acquisition Coordinator

The Talent Acquisition Coordinator is an integral role supporting the recruiting and organizational development function of ODL, Inc. This position contributes to the overall success of the team by providing a high level of customer service, administrative support, and project coordination throughout the recruiting process and training events. The Coordinator is responsible for timely and accurate daily production of interview coordination for candidates, and pre-employment transaction processing for new hires. The Talent Acquisition Coordinator will ensure timely and efficient processing of all necessary information and paperwork to ensure legal compliance as the recruiter moves to the offer stage. The coordinator will provide logistical support for training & development.

The TA Coordinator will provide a full range of administrative support, not limited to: posting and advertising jobs; corresponding with job applicants; processing employment letters; providing logistical support for interviews and meetings; preparing correspondence and presentations; editing and formatting documents; preparing materials for conferences; acting as a resource for answering general HR inquiries; planning, coordinating and/or maintaining responsibility for various HRM activities; data entry, filing, and photocopying. The TA Coordinator is also responsible for ensuring familiarity with the overall function of the HRM Office, as well as, Payroll and ensuring confidentiality with all HRM related matters and Payroll.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support Recruiting and HR team with administrative processes and procedures in preparation for extension of offer letter, and management of associated documentation once offer is made, background check, & new hire paperwork.
- Manage logistical arrangements for candidate interviews: establish interviewer and candidate availability, schedule meetings via outlook, provide logistical support for meetings on-site and coordinate travel arrangements where necessary.
- Along with Manager of Talent Acquisition & OD, develop, maintain, and cultivate relationships with colleges, technical schools and networking groups that could improve our brand/marketing in the community as well as broadcast our openings and increase applicant flow.
- Assist Manager of TA & OD by attending and giving logistical as well as administrative support for job fairs and college recruiting events.
- Manage the administrative process for relocation, referral program, and other recruiting correspondence.
- Work in Applicant Tracking System to support administrative recruiting functions, track candidates, and retrieve data.
- Interface with candidates, recruiters, and hiring managers throughout the hiring process
- Provide logistical support for talent development.
- Serve as backup support for Payroll Coordinator & Human Resources Coordinator.

CANDIDATE REQUIREMENTS:

- Bachelor's degree in Human Resources or relevant field of study.
- 3 years of administrative and recruitment related experience.
- Proven ability to perform administrative work of a complex nature utilizing strong organizational skills with a focus on details and accuracy.
- Experience with HR Information Systems, Applicant Tracking Systems, and related report generation experience a plus.
- Additional language skills in Spanish is an advantage.
- Prior recruiting experience preferred.
- Experience with detailed reporting and Payroll (ADP) is advantageous.
- Excellent organizational skills and meticulous attention to detail.
- Demonstrated record of goal achievement.
- Demonstrated initiative, ownership, and customer-service orientation skills, with the motivation and ability to function independently or as a team member.
- A high degree of flexibility.
- Excellent interpersonal skills and demonstrated ability to work with all levels in the organization and communicate effectively regarding sensitive and confidential matters.
- Excellent English communication skills, both verbal and written.
- Working experience with MS Office applications and Google.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>