

	Alconex Specialty Products, Inc.		Rev. No.: 001
	Strategic Recruiter - Manufacturing		
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JOB TITLE

Strategic Recruiter - Manufacturing

JOB DESCRIPTION SUMMARY

The Strategic Recruiter is a seasoned talent acquisition professional responsible for leading full-cycle recruitment efforts across skilled trades, production, maintenance, engineering, and leadership roles within a manufacturing environment. This role partners strategically with plant leadership to develop workforce plans, reduce turnover, support succession planning, and ensure the organization maintains a strong pipeline of qualified talent to meet production demands.

IMPORTANT:

We are seeking an **experienced-level manufacturing recruiter** with direct, hands-on experience in full-cycle recruiting. Ideal candidates have **recruited high-volume hourly, skilled trades, and leadership roles** in a manufacturing or industrial environment and are **skilled with recruiting platforms**.

This role is designed for **seasoned recruiting professionals**. Applicants **without prior recruiting experience will not be considered**.

REPORTING RELATIONSHIPS

This position reports directly to the President / CFO / COO and interacts regularly with other team members, production staff, and management.

DUTIES / RESPONSIBILITIES

- Lead full-cycle recruitment for hourly production, skilled trades (maintenance, electricians, welders, machinists), engineering, and supervisory roles
- Partner with plant manager to forecast staffing needs based on production schedules and seasonal demands
- Develop proactive recruiting strategies for hard-to-fill manufacturing positions
- Manage high-volume hiring initiatives while maintaining candidate quality standards
- Conduct interviews aligned with safety and performance expectations
- Build relationships with technical schools, trade programs, workforce development agencies, and local community partners
- Coordinate and participate in job fairs and community recruiting events
- Advise leadership on wage competitiveness, labor market trends, and retention risks
- Ensure compliance with federal, state, and local employment laws (EEO, OFCCP, FLSA, etc.)
- Oversee background checks, pre-employment screenings, and onboarding coordination
- Track and analyze recruiting metrics including time-to-fill, turnover, and source effectiveness
- Support workforce retention strategies and succession planning initiatives
- Skilled in sourcing and managing candidates across multiple recruiting platforms, including social media, job boards, and professional networks

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EDUCATION AND EXPERIENCE

- Bachelor’s degree in Human Resources, Business Administration, or related field (or equivalent experience)
- 7+ years of progressive recruiting experience, with significant experience in manufacturing or industrial environments
- Demonstrated success recruiting for high-volume hourly positions and specialized skilled trades
- Experience supporting multi-shift operations preferred

REQUIRED SKILLS / ABILITIES

- Strong understanding of manufacturing operations, production workflows, and skilled trades positions
- Demonstrated ability to recruit high-volume hourly production roles and specialized technical positions
- Knowledge of federal and state employment laws, including EEO, FLSA, ADA, and applicable wage regulations
- Experience recruiting in safety-sensitive environments
- Ability to develop proactive sourcing strategies for hard-to-fill positions
- Strong labor market awareness and ability to advise leadership on wage competitiveness
- Excellent interviewing and candidate assessment skills (behavioral and competency-based)
- Proven ability to build and maintain talent pipelines
- Strong relationship-building skills with plant leadership, supervisors, and community partners
- High level of organization and ability to manage multiple open requisitions simultaneously
- Strong analytical skills with ability to interpret recruiting metrics and identify trends
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise sound judgment
- Strong problem-solving and decision-making abilities
- Ability to work independently and in a fast-paced, deadline-driven environment

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
 - Frequent use of hands and fingers for typing, writing, and operating office equipment
 - Ability to communicate clearly in person, by phone, and via video conferencing
 - Ability to stand and walk for extended periods when conducting plant tours, attending job fairs, or participating in on-site recruiting events
 - Ability to occasionally lift and carry materials up to 15–25 pounds (e.g., recruitment materials, display equipment)
 - Ability to travel locally to job fairs, technical schools, community events, or other company locations as needed
 - Ability to access and navigate manufacturing facilities safely, including exposure to moderate noise levels, moving machinery, and varying temperatures (with appropriate PPE)
 - Ability to comply with all company safety policies and wear required personal protective equipment when on the production floor
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JOB DESCRIPTION ACKNOWLEDGMENT

This job description provides an overview of the essential functions and responsibilities of this position and is not an exhaustive list of all duties. Employees may be assigned additional tasks, as necessary. Reasonable accommodation will be made for qualified individuals with disabilities to perform the essential functions of the position.

SIGNED: _____
Strategic Recruiter - Manufacturing

DATE: _____

SIGNED: _____
President / CFO / COO

DATE: _____

Important:

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