



Role/Title: Corporate Recruiter	Department: Human Resources	Location: Indianapolis, Indiana
Reports To: President	Date: September 2021	

Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.

Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional and quality work that allows us to continue strengthening these relationships.

At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting and positive impact in the communities in which we serve.

For more information about Renovia, visit: www.renovia.com

A. Job Summary

The Corporate Recruiter is responsible for the management of the full recruitment life cycle from candidate identification and evaluation to offer negotiation. This person must understand, model and represent Renovia's employment value proposition and core values. He or she will identify potential "fit" through effective interviewing and testing. They are responsible for hiring strong candidates into a wide range of positions with a variety of level and job disciplines. The Corporate Recruiter will partner with managers to anticipate and meet the evolving needs of the organization and to deliver the best talent. The Corporate Recruiter will nurture relationships with prospective talent while managing on-going hiring manager relationships. The position requires superior communication skills and excellent organizational abilities with a strong attention to detail.

B. Job Responsibilities

- Manage the full cycle of the recruiting process across all levels within multiple departments.
- Develop applicant flow for open positions. Source and screen qualified candidates, leveraging a variety of sources to include online job boards, employee referrals, search engines, resume mining techniques, social media, job fairs, associations, and vendors as needed.

- Collaborate and develop strong relationships with department managers to identify and draft detailed and accurate success profiles, job postings and hiring criteria.
- Identify and implement efficient and effective recruiting methods and strategies based on the available role, industry standards and the needs of the organization.
- Work in conjunction with the Marketing Department to assist with job posting and advertising.
- Schedule and oversee interviews including preparation of interview questions and other hiring and selection materials.
- Work closely with the hiring manager, office manager and HR partners during the offer process to identify and recommend salary ranges, professional development plans, start date or any other pertinent details.
- Ensure compliance with federal, state and local employment laws, regulations and company policies.
- Attend and participate in networking events, college job fairs and recruiting sessions to obtain a strong pipeline of candidates and to effectively meet hiring needs and business initiatives.
- Record accurate tracking for candidate sourcing, qualified candidates, time frames and acceptance rates to build future metrics.
- Assist where necessary with recruiting contractors.
- Performs other duties or special projects as assigned.

C. Competencies/Skills Required

Collaboration: Develop strong relationships with hiring managers and business leaders, working closely with them to maximize effectiveness of the recruiting process.

Communication: Using language, verbal and written, to share and collect information, exchange ideas, and openly explore a variety of perspectives while being flexible to adjust style and content to each unique person, audience and situation.

Confidentiality: Must be able to maintain a high level of confidentiality.

Critical Thinking: Demonstrate ability to analyze, synthesize, and apply information to solve problems.

Decision-Making & Judgement: Using sound judgement to make timely decisions while being mindful of facts, goals, constraints, and risks.

Innovative: Goes beyond the conventional, “thinking outside the box”, with a willingness to take risks and try out different solutions.

Models Culture: Believe in, embrace and live company mission, vision, values, and ethics.

Results Driven: Strong orientation for goal achievement and top performance with an ability to focus on what's important and create a sense of urgency to drive progress.

Self-leadership: Demonstrates self-awareness through accurate assessment and management of control of one's own attitudes and belief systems.

D. Education/Knowledge/Requirements

- Bachelors degree in Human Resources or related field with comparable experience.
- 3+ years of recruiting experience; preferably in both a corporate and agency environment.
- Demonstrated success in developing sourcing strategies, direct sourcing and creative candidate generation.

2021 Outcomes/ Measures of Success

1. Fill open positions within 60 days of the job posting.
2. Move candidates through the funnel within 14 days of first contact.
3. 100% hires to goal on a rolling 90 days.