



Since 1983, Chuck Smith and the Current Electric Superhero team have been energizing and illuminating lives in Southeast Wisconsin. We pride ourselves on providing 5-star service for everything we do in Residential, Construction, Generators, and Solar installations. Voted several years running as the Milwaukee Journal Sentinel Top and Shepard Express Top Choice awards winner, we have a strong reputation and great work environment.

Come and join our award-winning team and bring your passion to continue to help us “WOW” our customers. Our employees are called Superheroes because they turn problems into dreams and leave their own troubles behind to take care of others. The cape of the Superhero signifies the value of teamwork as we also take care of each other every step of the way. We are seeking a highly motivated Corporate Recruiter. If you have what it takes to drive the bottom line, thrive on hard work and success, we want to talk to you!

**Job Title:**

Recruiter

**Terms:**

Reports to:	Human Resources Manager
Type of Position:	Full Time, Direct Hire
Salary:	Competitive base commensurate with experience
Location:	Southeastern Wisconsin
Start Date:	TBD upon acceptance of offer

**Job Summary:**

The Recruiter will research, develop, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the organization. A positive, up-beat personality is important to help us drive a culture driven environment. Creative and innovative recruiting skills are needed to attract and retain top talent in our industry. This position will lead by example and will demonstrate the core values of Current Electric within our growing organization!

**Duties and Responsibilities:**

- Develops, facilitates, and implements all phases of the recruitment process
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Assists with job posting and advertisement processes
- Screens applications and selects qualified candidates
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials
- Assists with the interview process, attending and conducting interviews with managers and other teammates
- Collaborates with the Hiring Manager and the HR Manager during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies
- Attends and participates in college job fairs, recruiting sessions, and network with local technical programs
- Support overall Vision and Mission of Current Electric
- Performs other duties as assigned

**Qualifications and Skills:**

- Bachelor’s degree in Human Resources or related field, or equivalent work experience, required
- At least three years managing all phases of the recruitment and hiring process highly preferred

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with good negotiation tactics.
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.
- Proficient with Microsoft Office Suite or related software.
- Pre-employment drug screening *required*

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

**Benefits:**

- Comprehensive Health Benefits Package including company paid life insurance
- 401(k) with company match up to 4%
- Paid vacation and holidays
- Employee bonus referral program
- Tuition reimbursement and world class training programs provided

Current Electric Company offers a great work environment, professional development, challenging careers, and competitive compensation. Current Electric Company is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.