



Recruiter

ABOUT US:

J. Davis Inc. is a company which operates as J. Davis Construction, New Terrain Grading, and JDI Industrial Services. Currently, we service the upstate of South Carolina, Northeast Georgia and Western North Carolina, and are growing across all 3 states. We are proud to maintain a family culture like no other company in our area. The key to our success is the talented work force that has chosen J. Davis Inc. as a place for their career.

POSITION SCOPE:

The Recruiter will work closely with managers to gain a comprehensive understanding of the company's hiring needs for each position, and meet competitive hiring goals and expectations. The candidate will manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent. The Recruiter will grow and foster high-touch relationships with a database of qualified active and passive talent to pull from as new positions open up. This position will continuously partner with recruiting team and senior managers to design, refine, and implement innovative recruiting strategies. The candidate will stay active with current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Manages company workforce development plan
 - Attends job fairs at middle school, high school, tech schools, and colleges
 - Represents J. Davis at all business education partnership meetings
 - Coordinates with marketing to execute construction related job awareness campaigns
- Recruits, interviews, tests, and selects employees to fill vacant positions
- Maintains recruiting database of resumes by organizing them in an internal system by craft/skill based on the job descriptions
- Continuously updates department knowledge by participating in conferences and educational opportunities
- Work and form relationships with internal management teams to know the ins and outs of their departments and better understand their hiring needs and job specifications
- Develop and release job postings on a platform, such as social media and job boards
- Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business
- Screen resumes and prospects, qualify, interview, and manage candidates throughout interview process from prepping before interviews to assisting with final offer negotiation
- Maintain a database of candidate records, including active and passive prospects, hired and fired employees, and other candidate relationships
- Follow up on interview process status and update records in internal database

SKILLS & ABILITIES:

- 5+ years' experience in recruitment or human resources
- Exceptional communication, interpersonal, and decision-making skills
- Advanced knowledge of MS Office, database management, and internet search
- Familiarity with job boards, and HR software, databases, and management systems

- Proven experience conducting various types of interviews (i.e., phone, video, etc.)
- Ability to multitask in a fast-paced environment
- Ability to travel as needed

J. DAVIS EMPLOYEE EXPECTATIONS:

- Maintain company mission and core values
 - Mission
 - “We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God”.
 - Core Values
 - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

EDUCATION AND WORK EXPERIENCE:

- 5+ years’ experience in recruitment or human resources

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email Stacey Capell, Human Resources Manager, scapell@jdavisinc.com