

Position Announcement



HR Recruiter

Join [Orange EV](#), a fast-growing manufacturer of electric vehicles that are better for the earth, people and the bottom line. Make a difference for the world as part of a company leading the electric vehicle revolution.

Position Summary

The HR Recruiter is responsible for working day-to-day recruiting activities and implementing recruiting processes and strategies. This position provides support to Orange EV hiring managers to identify, engage, assess, and hire the best candidates available to meet the company's growing and changing business needs.

Position Responsibilities

- Develop corresponding position description for each assignment
- Develop recruitment project plans
- Actively target and pursue contacts within qualified, targeted sources. Contact targeted candidates and establish a relationship with all qualified candidates who may have an interest in further pursuit of positions being recruited
- Provide hiring managers with comprehensive assessment on candidate background, work history, career progression, alignment to role and client culture, compensation, and employment restrictions
- Manage all communication and relationships with candidates and others involved with the search and research process. Ensure all correspondence is timely, professional, and results in a favorable impression with all candidates and clients
- Ensure all recruitment practices are compliant with all relevant local, state, and federal employment laws, as well as best practices within the search and recruitment field. Provide guidance and direction to all clients to ensure same
- Effectively manage a high degree of confidential information and ensure that such information is communicated and/or maintained in an appropriate and professional manner
- As requested, facilitate all post decision processes, including reference checks, background checks, offer negotiations, relocation details etc.
- As requested, provide research and guidance to management on non-recruitment related HR topics.

Position Qualifications

- Five or more years' experience in an HR related role
- Demonstrated success in recruitment, preferably with both exempt and non-exempt roles
- General / strong knowledge of key business functions and/or industries. Must have an ability to relate to requirements and/or contacts associated with functions such as finance, marketing, operations, sales, information systems, or specific industry expertise
- Practical knowledge of compensation practices and market trends to effectively provide support to develop offer packages
- Proven ability to understand and implement effective recruiting strategies.

Ideal Candidates Will Also Have

- Bachelor's degree in business or related field.

*Orange EV is an Equal Opportunity Employer and seek diversity in candidates for employment.
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity*