



MILLER POULTRY

Bilingual HR Recruiter Job Description

Department: Human Resources

Job Status: Full Time

Grade/Level: Associates Degree or Equivalent
work experience-2 yrs recruiting exp. required

Reports To: Human Resource Director

Amount of Travel Required: Local and
distant travel - %50

Work Schedule:

Monday-Friday

Hours Vary

Some Saturday's req.

POSITION SUMMARY

The Bilingual HR Recruiter will be responsible for seeking out individuals to fill entry level and/or above positions.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- ☐ Other related duties and responsibilities as assigned
- ☐ Exploring areas where there is untapped potential
- ☐ Review applications/resumes and interview candidates based on qualifications and experience
- ☐ Educate candidates about Miller Poultry-What we do and what our culture is
- ☐ Be responsible for all aspects of recruiting of entry level positions
- ☐ Have HR experience and know the laws and regulations
- ☐ Make recommendations to Senior staff
- ☐ Learn the positions and know requirements to use as a recruiting tool
- ☐ Must have a valid driver's license
- ☐ Must be able to read, write, speak and translate Spanish and English-fluent in other languages desired
- ☐ Experience in full cycle recruiting
- ☐ Must be detail oriented and able to multi-task
- ☐ Local and distant travel required
- ☐ Experience with recruiting sites, social media sites and job fair opportunities
- ☐ All other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

- ☐ Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.

- ☐ Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- ☐ Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- ☐ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ☐ Communication, Written - Ability to communicate in writing clearly and concisely.
- ☐ Judgment - The ability to formulate a sound decision using the available information.
- ☐ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ☐ Responsible - Ability to be held accountable or answerable for one's conduct.
- ☐ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

SKILLS & ABILITIES

Experience: 2 years related experience - 2 years recruiting experience required

Computer Skills: Basic understanding of Excel, Word, and Access

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Ability to wear Personal Protective Equipment (PPE) (bump cap, safety glasses, earplugs)

Human Resources: _____ Date: _____

Employee Signature: _____ Date: _____

Employee Print: _____

Translator: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.