

Personnel Recruiter

LOCATION

- Bethesda, MD

DESCRIPTION

- We are looking for an experienced Personnel Recruiter to join our team. As a Recruiter, your primary objective will be to aggressively attract, select, and retain talented individuals in a variety of roles within our Company.

RESPONSIBILITIES

- Utilize various recruitment channels such as job boards, social media, industry events and professional networks to source potential candidates.
- Collaborate with department managers to determine specific skill requirements and qualifications for open positions.
- Conduct interviews, background checks, and candidate evaluations.
- Work with the management team to facilitate the onboarding process for new hires.
- Develop and implement HR policies, procedures, and programs to support employee development, retention, and engagement.
- Ensure accurate and timely maintenance of employee records, including personnel files and benefits information.

QUALIFICATIONS

- Bachelor's degree in human resources, business administration, marketing, or related field - or equivalent work experience.
- Proven experience as a Recruiter or HR Supervisor.
- Solid knowledge of employment laws and regulations.
- Excellent interpersonal and communication skills with strong organizational and time management abilities.
- Proficient in HR software and systems.
- Bilingual English/Spanish - a plus.

BENEFITS

- Paid holidays (7)
- Company PTO Plan (personal time off)
- Medical, Dental, Life & Disability Insurance
- 401(k)
- Performance bonuses
- Educational Assistance Program

ABOUT US

- ReAgg is a supplier of aggregate materials and services for the construction industry. With two locations and over 30 years of experience, we are committed to providing consistent, reliable service our customers can count on.

APPLY

- For immediate consideration, please send your resume to jmattern@reagg.com.