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Western Industries Plastic Products LLC

Talent and Engagement Coordinator

Employer

Western Industries Plastic Products LLC
22829 Smyer Rd,
Winfield, KS 67156
620-221-9464

Job Description

Job Location: Winfield

Summary /Objective

The Talent and Engagement Coordinator is an integral part of the recruiting process and the face and voice of Western Industries. This position will develop, coordinate, and execute a robust sourcing and recruitment strategy that attracts top talent. This includes identifying new and creative sourcing techniques, providing a positive candidate experience, leveraging, and promoting the Western employer brand, collaborating with hiring managers, and building talent pipelines.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job scope includes:

- Develop and execute a comprehensive recruitment strategy.
- Build and maintain strong relationships with hiring managers to understand staffing needs.
- Assess job candidates through various methods, including screening, interviews, testing, and verifying work authorization documentation.
- Identify and nurture talent pipelines among applicants and potential candidates.
- Coordinate travel arrangements for candidates as needed.
- Ensure an outstanding employee experience throughout onboarding and new hire process.
- Represent the company at colleges, community events, and industry conferences, enhancing our employer brand.
- Promote the company's reputation as an attractive employment opportunity.
- Provide coaching and feedback to enhance the recruitment and interview process.

- Execute multichannel job advertising strategies to reach a diverse pool of qualified candidates.
- Maintain regular and reliable attendance, setting a positive example for the team.
- Collaborate actively in the development, planning, and execution of Western's employee engagement programs and initiatives.
- Ensure compliance with employment regulations and company policies.
- Maintain confidentiality and professional interaction at all organizational levels.
- All other duties as assigned.

Competencies

- Self-directed, capable of following clear directions.
- Responsiveness and attentiveness to customer needs.
- Proficiency in HR-related tasks, such as recruitment, relocation, onboarding, and community networking.
- Willingness to learn and adapt to new industry and company practices.
- Ability to take initiative to lead and implement change as instructed.
- Proficient in Microsoft Excel, Word, and PowerPoint, with social media tool utilization (LinkedIn, Metaverse, Instagram, TikTok, etc.).
- Ability to work as both an independent worker and a team player.
- Strong prioritization skills, task management, and meeting deadlines in a fast-paced, ever-changing environment.
- Strong written and verbal communication skills to communicate effectively at all levels.
- Detail-oriented, organized, reliable, and resourceful.

Qualifications

Required Education and Experience

- Bachelor's Degree in Human Resources or Business preferred
- 2 years or more experience Recruiting
- 2 years of experience in employment brand marketing
- Ability to travel 5-10% annually
- Prior experience with Applicant Tracking System (ATS)

Additional Education and experience

- Proficient with Internet Search and Navigation
- Ability to identify transferable skills behind the qualification bullet points
- Competency in full cycle recruitment

Work Authorization/ Security Clearance

- Must be legally authorized to work in the United States.



EEO Statement

Western Industries Plastic Products, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Application: [Here](#)