

## **Cabela's Workforce Recruiter / Generalist**

Become a part of the World's Foremost Outfitter team! At Cabela's we passionately serve people who enjoy the outdoor lifestyle by delivering innovation, quality and value in our products and service. Live....Dream....Work the Adventure! Cabela's is excited to announce we have created an opportunity for a **Workforce Recruiter - Generalist** to work in our Lincoln, NE (68521) Human Resource Department!

**DESCRIPTION:** Assist the Workforce Planner with all aspects of HR functions with an emphasis on recruitment for non-exempt roles. Other responsibilities may include retention, records management, employee engagement, wage and salary administration, policy administration, benefit administration, employee relations and records management.

**PRIMARY RESPONSIBILITY:** Staffing: Recruitment and selection activities. Develop and place advertising, schedule and conduct interviews for staff projections and needs. Makes job offers for approved non-exempt openings

- Execute processes to drive recruiting, pipeline and hiring strategies. Partner with the business to understand workforce planning needs and lead execution of solutions including job posting and hiring, recruiting and sourcing activities and individual staffing changes. Lead reporting, documentation and data entry activities and lead small projects to drive acquisition and retention of talent.
- Partner with the Workforce Planner and Business Units to develop and execute solutions, including: creating position description questionnaires (PDQs), sourcing talent, posting and hiring for jobs and making other internal staffing changes.
- Develop and execute recruiting activities, including place advertising, prepare for and attend events, develop content for marketing materials, etc.
- Execute all aspects of the non-exempt hiring process including job posting, application review, phone screens and scheduling interviews.
- Extend job offers for approved non-exempt openings, communicate turndowns to candidates who are not selected. Execute portions of the exempt hiring process as needed.
- Partner with the business to understand needs and communicate updates.

### **On rare occasion, additional responsibilities may include:**

Employee Relations: provides internal customer service to talent for day to day needs and maintains programs for effective engagement and retention. Meets with talent to answer questions on benefit and policy issues, distribute information based upon knowledge of HR

policies and procedures, benefits, compensation and applicable State and Federal laws. Listens to talent, makes decisions within policy, conducts investigations, researches problems, makes referrals. Actively seeks out recognition opportunities.

**Compliance:** Policy/procedure interpretation and/or recommendation. Analyzes incident evaluation, counsels with supervisors and recommends appropriate disciplinary actions, etc. Reviews personnel actions and counsels with site managers on individual employee issues. Represent organization in personnel related hearings and investigations.

**Training and Development:** Trains or coordinates training for supervisors and employees on such things as: new employee orientation, safety training, policy and procedure, and basic supervisory skills. Actively search, creatively design and implement effective methods to educate, enhance performance and recognize performance.

**Reporting and records management:** Prepares reports and ensures accurate documentation and recordkeeping, report administration, and keying of information as appropriate. Approves on-line terminations through Employee Self Service to ensure timely termination.

**Benefit administration:** Provides information, conducts educational sessions, assists in enrollment process, answering and/or referring questions appropriately.

Assists in other related HR and Health Services activities and programs. May conduct drug and alcohol tests, machine incident or injury investigation, vision tests, safety committee activities, medical authorizations, etc.

**REQUIREMENTS:** Associate's Degree or Apprenticeship. Experience: 2 to 4+ Years of experience. Preferred Education: Bachelor's Degree

Cabela's is an Equal Opportunity Employer (EOE) and we seek to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. Cabela's offers a competitive benefits package to include: 401k, vacation, profit sharing, health and dental coverage for you and your family, and generous employee discounts.

Visit us at [Cabelas.jobs](http://Cabelas.jobs) to view all opportunities that are currently available! We are looking forward to getting to know you better!