



Job Description

Senior Talent Recruiter - Senior Leadership

Description

You can make a salary. Or you can make a difference. Or you can work as a Senior Talent Recruiter - Senior Leadership at Herman Miller and make both.

About this Opportunity

The Talent Acquisition Team is responsible for all aspects of recruiting at Herman Miller. They play a crucial role in creating exceptional experiences for candidates from the moment they meet Herman Miller throughout their hiring journey. Through ownership and influence of the recruitment process, this team makes sure that the right talent is placed in the right role at the right time.

As a Senior Talent Recruiter - Senior Leadership, you'll recruit top quality talent for exempt professional, technical, and managerial positions. You will manage the recruitment process, including sourcing, interviewing, skills assessment, and candidate evaluation. In partnership with People Services Consultants, you will build strong relationships with hiring managers to ensure your ability to influence, guide, and drive the recruitment process. You'll assist in the development and implementation of innovative recruitment programs and Human Resources-related training. You will conduct activities so that they support and are consistent with the diversity, affirmative action, and equal employment objectives of Herman Miller. You'll also develop strong partnerships with local and national diversity organizations.

What You'll Do

You'll have opportunities to speak up, solve problems, lead others, and be an owner every day as you...

- Focus on recruiting senior leadership, including executive-level positions across the organization.
- Apply an understanding of business leaders' organizational vision and development initiatives when hiring senior leaders.
- Assist with executive onboarding and succession planning as needed.
- Build deep trusted advisor relationships with senior executives and stakeholders across Herman Miller.
- Conduct activities so that hiring managers, People Service Consultants (HR Representatives), and candidates are viewed as customers and act to consistently exceed their expectations.
- Coordinate participation in and represent Herman Miller at job fairs and college and industry events in relation to attracting talent to the organization.
- Create a process for identifying and managing internal talent for filling positions and provide a full slate of external candidates to hiring managers.
- Deliver recruitment-related training programs and educate hiring managers, People Services Consultants, and others on employment processes and responsibilities in order to enhance staff management skills.
- Develop, drive, and execute comprehensive search strategies to recruit top talent, including a plan that includes competitive research, industry knowledge, networking, and direct sourcing.
- Employ strategic consulting and influencing skills in order to provide staffing expertise and recommendations.
- Interview, assess, and close candidates for assigned requisitions while supporting Herman Miller's diversity, affirmative action, and equal employment opportunity goals.
- Maintain knowledge of current trends and developments in the field to develop new strategies and programs to attract top talent.
- Maximize the use of web-based application system and Internet recruitment applications/methods.
- Network and maintain relationships with key talent communities for short- and/or long-term opportunities through the maintenance of peer relationships in the field to share issues and ideas.
- Own and drive the staffing process and strategy for the client group by managing the complete recruitment process and Talent Relationship Management model from initial contact to onboarding, including managing the interview process, background checks, and new hire process.
- Partner with hiring managers and People Service Consultants to understand the needs of the client group, qualifications for the position, and needs of the department.
- Review and gain acceptance for recruitment and hiring strategies.
- Perform additional responsibilities as requested to achieve business objectives.

Sound Like You?

You might be just who we're looking for if you have...

- A Bachelor's degree in Human Resources, Business, or a related field, or related professional experience. A PHR or SPHR certification is preferred.
- Five to seven years recruitment/HR experience which includes developing and implementing search strategies and conducting professional behavioral based interviews, or an equivalent combination of education, training, and experience.
- Previous experience with global executive level recruiting (strongly preferred).
- A proven ability to understand and apply organizational changes and objectives when conducting leadership recruiting activities.
- Proven strong business acumen and professional presence to effectively partner with senior leadership and interact with an executive-level candidate pool.
- Established knowledge of the current statutory and regulatory environment in which employment activities are conducted.
- Demonstrated experience in and current knowledge of web-based recruitment tools and Internet software applications.
- A clear understanding of and ability to articulate and sell the Herman Miller culture and business initiatives to candidates.
- A strong understanding of Talent Acquisition and its importance to the success of Herman Miller.
- A passion for and experience with identifying, screening, interviewing, and closing candidates.
- A work style that demonstrates effective strategic thinking, problem-solving, and oral, written, and persuasive communication skills.
- A proven record in delivering results, working independently and as part of a team, and effectively managing multiple projects and candidates.
- A demonstrated ability to meet the measurements of success for Talent Acquisition, such as client satisfaction, diversity recruitment goals, time-to-fill goals, etc.
- A demonstrated ability to effectively use the office automation, communication, software, and tools currently being used in the Herman Miller office environment.
- The ability to perform all essential job functions of the position with or without accommodations.

Who We Are

At Herman Miller, our unique culture represents the collective attitudes, ideas, and experiences of the people who work here. We focus on protecting the environment, impacting our communities, exceeding the expectations of our customers through high quality products, and championing diversity in all areas of the business, and together we are on a journey toward a better world. We support the well-being of our employees in and outside of work by providing a variety of opportunities including award-winning work-life integration resources, development programs, complex health and wellness offerings, and much more.

Herman Miller is a globally recognized provider of furnishings and related technologies and services. Headquartered in West Michigan, we have relied on innovative design for over 100 years to solve problems for people wherever they work, live, learn, and heal.

Herman Miller is committed to diversity and inclusion. We are an equal opportunity employer including veterans and people with disabilities.

Schedule Full-time

Employee Status Regular

Travel No

Shift: First

Work Schedule: 8am-5pm

Primary Location United States-Michigan-Zeeland