

Job Title: Recruiting and Outreach Specialist

Located in Lincoln, Nebraska, customer-owned LES is one of the nation's leading utility companies. We're recognized for low costs, reliability, financial stability, innovation, environmental stewardship, community involvement and exceptional customer service. So, if you are looking for a career, and not just a job; if you value working in an atmosphere that values passion and talent, high personal standards, service excellence, the environment and the community in which we live- LES may be the place for you. Please note, LES is interested in every qualified candidate who is eligible to work in the United States. However, LES is not able to sponsor employment-based immigrant or non-immigrant visas. This is not a remote position and requires residency within reasonable commuting distance to LES in Lincoln, Nebraska daily.

Job Title		
Recruiting and Outreach Specialist		
Employment Type	Starting Pay Range	Posting Date
Full-time	\$55,364.00 - \$69,205.00	9/29/2022
Employment Classification	Division	Closing Date
Regular	Corporate Operations	10/13/2022

LES is looking for a recruiting professional to join their HR team! Are you an organized person who pays attention to detail and has excellent interpersonal skills? Do you have experience with full-cycle recruiting and working within an applicant tracking system? In this role, you'll guide candidates through the application and interview process, coordinate and schedule interviews, and work with the other members of the LES Careers team to ensure all steps are completed from requisition creation to close.

ESSENTIAL DUTIES & CORE COMPETENCIES

This position is responsible for recruiting activities to develop and retain a high-performing, diverse workforce. Specific responsibilities include managing the candidate experience through the recruiting system, regulatory compliance associated with recruiting, and continuous process improvement. Consistent and reliable attendance is required.

- Manages a beginning to end recruiting and selection process utilizing the latest technology based on policy, HR best practices, regulatory compliance, and organizational efficiency.
- Leads selected candidates through the selection process including interviewing, pre-employment testing, onboarding activities, and transition into the company to ensure a positive candidate experience.
- Develops an overall communication and corporate branding strategy for recruiting including using social media platforms, website presence, giveaways, etc.
- Builds an outreach strategy, uses sourcing tools and resources, and develops programing that increases engagement in energy careers among potential current and future candidates.
- Develops relationships with schools, alumni groups, peer utilities, industry associations, and other public organizations to create and attract a talent pipeline using standardized curriculum, energy workforce recognition events, and marketing as an employer to future candidates.
- Other duties as assigned including digitizing the centralized filing system.

Adaptability – Seeking a candidate who maintains a positive attitude in the face of change; appropriately adjusts behavior and activities to changing conditions.

Accountability – The ideal individual in this role holds self and others responsible for goals, outcomes, deadlines, and objectives and follows through on commitments. Takes accountability for delivering on commitments; owns mistakes and uses them as opportunities for learning and development.

Teamwork – A successful candidate possesses the ability to effectively interact, cooperate, collaborate, and manage conflicts with other people. Shows enthusiasm toward being a member of the group; maintains a focus on team goals and assists others in accomplishing them.

Judgment – The person in this position effectively uses requirements, experience, reflection, advice, and/or documentation in order to make sound judgments.

OTHER SKILLS AND ABILITIES

- Proficiency in recruiting technology, SuccessFactors preferred
- Ability to apply Federal, State, and local laws, rules, regulations, codes, and/or statutes regarding recruiting.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in related field such as Human Resources or Business Administration, and
- At least two years of experience in area of assignment, or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

EEO Minorities/Women/Disabled/Veterans