**Looking to join our team?  Here’s what we’re looking for!**

Are you looking for a way to experience several different areas of HR while working alongside the team on large projects that will make a difference? We'd love for you to come help us create a great applicant experience while gaining relevant knowledge in the HR world!

We believe strongly in our company values and live them out each day! We work together as **One Team**across all departments, **Choose Positivity**in everything we do, put **People First**, encourage speaking up because **You Have a Voice**, and above all else we are **Driven to Succeed**. If you can embrace these values and they align with who you are, then we’d love to chat with you!

**Job overview**

The primary focus of this position will be on supporting recruiting efforts. In this role, you will have a key part in our talent acquisition process by conducting phone screens, coordinating interviews, and ensuring a smooth and professional candidate experience. In addition to recruiting, this position will also assist with other HR duties such as job descriptions, benefit related questions and other general HR projects.  Take a look and let us know if this sounds like you!

**Here are the specifics:**

**Recruitment Support:**

* Conduct initial phone screens with candidates to assess qualifications, interest, and alignment with job requirements.
* Assist in posting job advertisements on various platforms, including job boards and social media.
* Review resumes and applications to identify top candidates.

**Interview Coordination:**

* Schedule and coordinate interviews between candidates and hiring managers.
* Provide candidates with detailed information about the interview process and follow up as needed.
* Ensure hiring managers have all necessary information and materials before interviews.

**Candidate Experience:**

* Act as a point of contact for candidates, addressing inquiries and providing updates.
* Maintain a professional and positive experience for all candidates throughout the hiring process.

**Administrative Support:**

* Maintain accurate records in the applicant tracking system (ATS) and HR databases.
* Prepare and send email correspondence, including interview confirmations and follow-up messages.
* Assist with pre-employment checks, including scheduling drug screens, background verifications and I9 processing.

**HR Generalist Exposure:**

* Collaborate with the People Ops team on special projects, including employee engagement initiatives and onboarding programs.
* Gain insight into HR policies, compliance, and best practices.
* Constantly work to improve processes; make suggestions for productivity improvements, and optimize team member workflow, while continuing to meet our customers’ needs.
* Embrace and live out Speedway Motors' core values.
* Maintain regular and reliable attendance.
* Perform other duties as assigned.

**Work Environment**

* Sitting for long periods of time; occasional walking, bending/reaching, twisting.
* Frequent pinching, grasping, fine manipulation with fingers to use computer, keyboard and phone.
* Heated and air-conditioned indoor work.

**What you’ll need to succeed in this position:**

* Currently pursuing a degree in Human Resources, Business Administration, Psychology, or a related field.
* Strong interest in recruitment and Human Resources.
* Excellent communication and interpersonal skills, with the ability to interact professionally with candidates and team members.
* Highly organized and detail-oriented, with the ability to manage multiple tasks simultaneously.
* Ability to build relationships internally and externally.

If this sounds like you, we would love you to join our Speedway Team! Please include your resume and cover letter to help us get to know you better.