



People Matter Coordinator

How would like to work with a company SO MUCH that you can't wait to bring others to work with that company?! What a career!!

Do you love working with people? Love finding the right fit for a company and a candidate?

Do you enjoy working with others? Have the ability to build relationships while being detailed and organized in your work?

Waynes is hoping to find a person who believes PEOPLE MATTER, who loves sharing a great story or opportunity with others and who is full of excitement and passion for work, life, and people.

Sounds awesome? Come talk to Waynes and learn about how you can Grow a Career with us!!

EXPERIENCE, EDUCATION and SKILLS REQUIRED

We realize a College degree is not required to succeed in this position but experience that would lend itself to communicating a unique story about a Team of men and women who are passionate about serving others is important. Someone capable of working in a fast-paced environment fostered by growth – personally and professionally is a must.

ESSENTIAL JOB FUNCTIONS and DUTIES

- Network with schools and organizations to find and attract world class candidates
- Source, screen and schedule all appointments related to full cycle recruitment process
- Manage the full cycle recruitment process – including, but not limited to, reference checks, background checks, drug screens, MVRs, interviews, offer negotiations
- Maintain job postings on internal and external career sites
- Perform complete onboarding process for new Team Members
- Function as an intermediary between hiring managers and prospective candidates
- Attend recruiting events, career fairs, professional networking events and conferences
- Plan and organize in-house networking and recruiting events
- Create and maintain a weekly report to track candidates and new hires
- Ensure all candidates meet Waynes desired skill set while conducting themselves with character and integrity
- Maintain multiple priorities and meet deadlines

This description may not be all-inclusive and is subject to change at any time.
The People Matter Coordinator is expected to perform other duties as assigned and directed.
Position descriptions and duties may be modified whenever deemed appropriate.