



Title: Technical Recruiter Openings

Date Printed: 11/19/2017

Job Posted On: 11/14/2017

Posting Expiration Date: 12/14/2017

Work Location: Golden, Colorado,

Description

The National Renewable Energy Laboratory (NREL), located in beautiful Golden, Colorado, is a leader in the U.S. Department of Energy's effort to secure an energy future for the nation that is environmentally and economically sustainable.

Technical Recruiter Openings

Technical Recruiter, Professional III - Staffing Job Req #R2640

Apply Here - https://nrel.wd5.myworkdayjobs.com/en-US/NREL/job/Golden-CO/Technical-Recruiter--Professional-III---Staffing_R2640-1

Technical Recruiter, Professional IV - Staffing Job Req #R2639

Please apply online. - https://nrel.wd5.myworkdayjobs.com/en-US/NREL/job/Golden-CO/Technical-Recruiter--Professional-IV---Staffing_R2639-1

Job Summary

Develop, design, and implement high-touch corporate recruiting strategies in support of organizational staffing objectives for a technically-oriented workforce. The NREL Corporate recruiter is responsible for delivering all facets of recruitment success throughout the organization. Engaged in the development of local and national recruitment plans, build networking relationships with internal and external talent, and develop new and creative ideas for recruiting. This position assists NREL in hiring the best and brightest talent.

Location - These positions offer the opportunity to work remotely.

Responsibilities

- Source applicants through various means including advertising, networking, job sites, career fairs, and niche internet techniques during and in advance of need
- Confer with management to conduct workforce planning in relation to business unit current workforce, gap future needs and gap assessment
- Maintains a level of understanding of the market for relevant skill sets desired for the organization and builds candidates through networking
- Works closely with Human Resource Business Partners and all levels of management and staff to deliver an effective recruitment process
- Communicates to management regularly on open requisitions, candidates, and status of timely filling position
- Aligns, screens, and matches candidate profiles with staffing objectives
- Maintains effective relationships with social and professional networks to source qualified candidates
- Organize and execute college recruitment programs
- Pre-screen job candidates through telephone, skype, or in person
- Inform candidates fully about the job and company
- Brief and debrief candidates before and after interviews
- Initiate background checks and verify references
- Manage all communication with candidates
- Provide regular updates and feedback to managers on recruitment process
- Maintain accurate and current applicant data base through the Applicant Tracking System
- Extend offers of employment within company procedures
- Manage the job offer including negotiation and administration
- Contribute to and maintain recruiting metrics
- Employ innovation and keep current with sourcing strategies and industry trends
- Efficiently and effectively fill open positions while ensuring regulatory aspects of the full cycle recruitment process is compliant with federal and state legislation

**Technical Recruiter, Professional III - Staffing
Basic Qualifications**

- A Bachelor's Degree in Psychology, Business, Organizational Development, Human Resources or related field with five years of experience in business, recruiting or human resources related work; a Master's Degree in Business, Organizational Development, Human Resources or related field

with three years of experience in business or human resources related work; and/or a Ph.D. in Business, Organizational Development or related field.

- Minimum of three years of experience in recruitment, business or human resources work.
- Ability to travel for job fairs (25% of time), college visits and maintain a flexible work schedule.

Technical Recruiter, Professional III - Staffing Required Education, Experience, and Skills

Relevant Bachelor's Degree and 5 or more years of experience or equivalent relevant education/experience. Or, relevant Master's Degree and 3 or more years of experience or equivalent relevant education/experience. Or, relevant PhD or equivalent relevant education/experience. Or, relevant JD or equivalent relevant education/experience. Complete understanding and wide application of technical principles, theories and concepts in the field. General knowledge of other related disciplines. Considerable knowledge of laws, regulations, principles, procedures and practices related to specific field. Strong leadership, project management and problem solving skills. Ability to use various computer software programs.

Technical Recruiter, Professional IV - Staffing Basic Qualifications

- A Bachelor's Degree in Psychology, Business, Organizational Development, Human Resources or related field with nine years of experience in business, recruiting or human resources related work; a Master's Degree in Business, Organizational Development, Human Resources or related field with seven years of experience in business or human resources related work; and/or a Ph.D. in Business, Organizational Development or related field with four years of experience in business or human resources related work.
- Minimum of seven years of experience in recruitment, business or human resources work.
- Ability to travel for job fairs (25% of time), college visits and maintain a flexible work schedule.

Technical Recruiter, Professional IV - Staffing Required Education, Experience, and Skills

Relevant Bachelor's Degree and 9 or more years of experience or equivalent relevant education/experience. Or, relevant Master's Degree and 7 or more years of experience or equivalent relevant education/experience. Or, relevant PhD and 4 or more years of experience or equivalent relevant education/experience. Or, relevant JD and 4 or more years of experience or equivalent relevant education/experience. Applies extensive technical expertise, and has full knowledge of other related disciplines. Contributes to the development of new concepts, techniques and standards. Considered internal subject matter expert. Extensive knowledge of laws, regulations, principles, procedures and practices related to specific field. Excellent leadership, project management and problem solving skills. Ability to use various computer software programs.

Preferred Qualifications for both positions

- Experience with technical recruiting in the STEM areas preferred
- Experience recruiting Power Systems, electrical grid, computational science or modeling and analytics talent preferred
- Proven candidate sourcing and relationship building skills
- Effective oral and written communication skills
- General knowledge of various employment laws and practices

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Required Skills

See description above

Comments

EEO Policy / E-Verify

NREL's policy is to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, marital or veteran status, or any other legally protected status.

NREL validates right to work using E-Verify. NREL will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. For additional information, please click here <http://www.nrel.gov/employment/eo.html>

Pre-employment drug testing required.

Kind: Full Time

Level: Professional

Apply

Submit Your Resume

Please apply online at: www.nrel.gov/careers and search by **Req #s**.

Please note that in order to be considered an applicant for any position at NREL you must submit an application form for each position for which you believe you are qualified. Applications are not kept on file for future positions. Please include a cover letter and resume with each position application.

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professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.