

## Hiring Recruiting and Onboarding Coordinator at an Award-Winning Company in Meridian, ID

**POSITION:** Full time, Non-Exempt,  
**LOCATION:** Meridian, Idaho  
**SALARY:** \$22.70  
**DEADLINE:** Thursday, September 10, 2020

**Northwest Lineman College (NLC)** is seeking a highly organized, detail-oriented, and customer centric professional to serve as a Recruiting and Onboarding Coordinator within the Culture and People department at the company's headquarters in Meridian, Idaho. The Recruiting and Onboarding Coordinator will support the recruiting team, hiring managers, candidates, and new hires to coordinate and streamline experiences through the full-cycle recruiting process. This position will serve as the director of first impressions for the department, demonstrating polished communication skills, a genuine passion for serving others, and a commitment to team and individual growth and success.

### ***Why Northwest Lineman College?***

Northwest Lineman College is an industry-leading institution, providing educational services for the Power, Gas, and Telecom industries. NLC has been setting an exceptional standard of training for pre-apprentice, apprentice, and journey-level linework since 1993. We are a rapidly growing, visionary, and innovative employer who genuinely cares about the happiness of our people. That's why we are a six-time "When Work Works" award winner. *We are passionate about training because we change lives and improve safety.* We highly value our customers, pushing ourselves to excellence and making work fun.

### ***What you'll be doing:***

- Provide exceptional service to hiring managers and talent acquisition team members, with timely follow-up and follow-through, thoroughness in work product and attention to detail
- Enter data into various spreadsheets, programs, and documents to ensure systems are up to date and required information is accessible to recruiters
- Support recruiters as needed with job postings and application review
- Coordinate interview schedules, interview paperwork, and new hire packets
- Coordinate travel, lodging, catering, and other logistical components of interview schedules
- Prepare and distribute hiring metrics reports and other correspondence within appropriate deadlines to meet business needs
- Assist Program Manager with ongoing onboarding programs and initiatives

### ***The success patterns for this position are:***

- Minimum of two (2) years' experience in Human Resources or recruitment support
- Proficiency in Microsoft Office products, particularly Microsoft Outlook, Word, and Excel
- Bachelor's degree or PHR/SHRM-CP certification preferred

### ***The successful candidate will have the following personal characteristics:***

- Demonstrated high standard of professionalism and ability to maintain confidentiality
- Ability to attend to detail while managing a high-volume workload in a fast-paced environment
- Excellent communication and listening skills in English, both oral and written
- A self-starter, driven by a standard of excellence – in short, you will embody the NLC spirit! Not sure what that means? Watch our spirit video here <https://vimeo.com/142671973>

## **HOW TO APPLY**

Please visit our website at <https://lineman.edu/business-home/work-for-nlc/> to apply and to learn about our amazing benefits. All inquiries and submissions will be kept strictly confidential.

*Northwest Lineman College is an Equal Opportunity Employer and six-time recipient of the “When Work Works” award, which recognizes exemplary employers who create effective, flexible workplaces to increase business and employee success.*