

Celebrating over 30 years in Florida, Maschmeyer Concrete has become one of the leading privately-held, family-oriented ready-mix concrete and building materials suppliers in the state of Florida.

Maschmeyer takes pride in its people by building strong Customer and Team relationships through the relentless pursuit of our Mission and Core Values. If you are looking for a “Family” environment where our superior work atmosphere is a way of life, then you have found the right Team!

Maschmeyer Concrete is seeking a highly-motivated, honest, dedicated and professional Recruiter.

Recruiter Job Responsibilities:

- Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; and managing relocations.
- Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; and maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements, contacting recruiters, and using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules; arranging travel, lodging, and meals; escorting applicant to interviews; and arranging community tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers and interviewing applicants on a consistent set of qualifications.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; and emphasizing benefits and perks.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Accomplishes human resources and organization mission by completing related results as needed.

Recruiter Qualifications/Skills:

- Recruiting and interviewing skills

- Phone, Skype, and online meeting platform skills
- Supports workplace diversity
- Familiarity with relevant employment Law
- Professionalism, organization, and project management skills

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Referral program
- Vision insurance