



## Expedient Technology Solutions

HR Recruiting & Retention Specialist

### Position Description

Expedient Technology Solutions is an established managed IT services company located in Miamisburg, Ohio. ETS has developed a strong reputation for providing outstanding customer service and for being a collaborative, strategic partner with its clients.

We are looking for an **HR Recruiting & Retention Specialist** to lead ETS's team member recruitment efforts and carrying out retention-related efforts to reshape our team member experience.

### Essential Duties and Responsibilities

- Network and recruit key positions for the organization through LinkedIn and key partnerships. Key partnerships include relationships with local universities, schools, and various technology/industry groups.
- Manage and increase effectiveness of job postings and activities on job sites.
- Manage, conduct, and coordinate the entire interview and hiring process.
- Lead onboarding and offboarding of team members.
- Participate in initial reviews during a new team member onboarding period.
- Lead our internship program.
- Ensure managers conduct consistent one to one meeting schedules with new team members.
- Ensure managers and team members align on growth plans and meet agreed upon goals.
- Assist with tasks related to employee benefit management and company governance documentation.

### Essential Skills

- Excellent relationship and communication skills
- Excellent organizational skills.
- Excellent work ethic and professionalism

### Desired educational & training requirements, and length of experience

- A bachelor's degree in business, or a related field.
- HR certification (ETS will pay for training and certification if needed)
- Three to five years of experience in a related HR role is preferred.
- Experience in the IT industry or knowledge of information technology



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### What is in it for you?

We offer a competitive total rewards program that includes:

- An executive team that cares about you and your career growth
- Competitive PTO and flexible work schedule
- Competitive Health Insurance package
- Employer paid Life Insurance
- Dental & Vision insurance
- Retirement plan (401K) with company match

We have a drama-free, collaborative work environment with opportunity for personal and professional growth. We are truly committed to team member's development and success.

### Purpose and Core Values

Purpose - Reshape the experience for clients and team members.

#### Core Values

- *Continued Growth*: ETS places a strong focus on each team member continually growing both professionally and personally.
- *Honest Communication*: ETS places a strong focus on consistent and honest communication between all team members and clients.
- *Deliver "Wow" through Service*: ETS provides Stress Free IT managed services, which promises an experience that goes above and beyond our clients' expectations.
- *Honor your commitments*: ETS team members are expected to honor their commitments to our clients and company.
- *Respect and Serve Others*: ETS is founded on biblical based principles and places a strong focus on team members serving others and giving back to our community.
- *Balance*: ETS recognizes and supports the need for each team member to enjoy a quality life outside of work.