Bergen Logistics

Title: Staffing Specialist

Location: North Bergen, NJ

Job Type: Full-time

Compensation Type: Salary

Wage: $60-70,000

Start Date: ASAP

Job Description: The Staffing Specialist will be responsible for managing the Company’s hiring needs and recruiting new employees. You’ll need an understanding of each departments duties and needs, so you’ll discuss these requirements with supervisors and department leaders before recruiting staff members. You will interview job candidates, attend job fairs and other hiring events. You could also work on maintaining hiring policies and creating job descriptions. The suitable candidate must build external relationships with Employers, Business/Trade Associations, Community Colleges, Universities, Technical Schools, Community Centers, etc.

Primary Responsibilities:

- Maintains job postings in web portals and company website
- Search for qualified candidate from web portals until position is filled and employer request it closed
- Determine the need for staff members by understanding each departments hiring requirements
- Scan existing databases to look for possible candidates to fill positions
- Match requirements with candidate profile to determine suitability requirements are met
- Call shortlisted candidates over the telephone and interview them briefly to determine suitability
- Arrange for personal / face to face interviews to be conducted by matching human resource managers’ schedules with those of the candidates
- Sit in through interviews and assist in determining candidate suitability for the said job
- Perform background checks and drug screenings of shortlisted candidates
- Provide feedback to human resource managers regarding the results of the screening procedures
- Assist in inducting, orientating and training newly selected employees
- Liaise with external recruitment agencies to acquire profiles for candidate pool
- Participate / organize / lead job fairs and recruitment events
- Refer qualified candidates for internal hiring purposes

Qualifications:

- BA or BS in Business Administration, Marketing, Human Resources, Psychology or related field OR at least 8 years’ direct experience in business administration, marketing, human resources
- One or more years recruiting experience with a large, complex organization or high volume, fast-paced working environment
- Knowledge of general human resource topics (recruiting, application process, interviewing, hiring) required
• Knowledge of specialized human resource topics (benefits, turnover analysis, job skills analysis, staff development) preferred
• General knowledge of the world of work and occupational requirements in a wide range of industries required
• Able to listen to business customers and understand specific candidate qualifications required to meet employers’ needs
• Able to listen to candidates and assess suitability and interest in employer positions
• Works well in teams and with business customers and other staff (flexible, congenial and adaptable)
• Able to communicate effectively to others orally and in writing
• Ability to use Workforce Solutions assessment tools, such as typing tests, spelling tests, etc. to effectively screen candidates
• Proficient in Microsoft Windows and Office, familiar with and able to use computers, able to learn new software

Application Instructions: Please send resume and cover letters to: mmonserrate-gordon@bergenlogistics.com.

About the organization: Bergen Shippers is a 3rd party warehousing and shipping company, shipping to major department stores and boutiques; some of our accounts are Macy’s ~ Lord & Taylor ~ Bloomingdales ~ Nordstrom’s ~ Kohl’s ~ Bergdorf Goodman ~ Burlington ~ Target ~ JC Penny ~ Costco