



# M. BOHLKE VENEER CORP.

M. Bohlke Veneer Corp. strives to provide our clients and customers with the finest wood products that nature has to offer. Together, conscientiously and responsibly, we use one of the earth's most beautiful resources as a way to enrich the world around us. Our employees are in a safety first work environment, and have opportunities for development.

Family owned and operated since 1966, M. Bohlke Veneer Corp. is a world leader in wood and timber products. Over the decades, M. Bohlke Veneer has led the veneer industry in its many technological innovations that have achieved value for our clients. M. Bohlke Veneer is a dynamic international company known for its industry leadership, expertise and hard-working team environment.

Overview – This position is responsible for being the talent acquisition manager for the entire company. This includes filling all employment needs of the company through recruitment, outreach, networking and more. The role also has some elements of HR support and assistance like personnel review, workers' compensation and benefits.

## Job Responsibilities

- Conduct and oversee all hiring and recruitment for the entire company from general labor to senior level management
- Post job openings, screen applicants, conduct interviews of potential candidates, and complete background and reference checks
- Make recommendations to management for hiring purposes and often make direct hire decisions on your own
- Update, create and maintain Job Descriptions for all positions
- Use proactive tactics to recruit new employees
- At least 8 hours per week should be spent offsite recruiting and networking
- Grow and Maintain the web visibility and perception company through job websites, our website's careers page, and social media
- Grow and Maintain the local awareness of the company through job fairs, school visits and networking
- Promote the company's benefits to prospective employees through Recruitment Marketing and Awareness
- Create and Maintain relationships with local universities, trade colleges and high schools to find, recruit and attract local, technical talent
- Ensure all departments are following and engaging in proper extensive new-hire orientation and on boarding to increase training, retention and safety
- Work with the current HR staff, accounting and Information Technology to streamline hiring processes
- Implement programs for continuous advancement for current employees who are seeking higher opportunities
- Assist in the development of department goals and objectives
- Maintain company personnel files, employee records and public bulletin boards

### Qualifications

- Outgoing personality
- 1+ years of recruiting experience
- Ability to work closely with C-level Executives and handling confidential information
- Proven track record for successfully supporting Recruiters and/or HR Professionals
- Proficient in Microsoft Office Products
- A Bachelors or Associates degree in Human Resources, Business Administration or Sociology.
- Excellent communication skills, ability to work effectively with both employees and managers.
- Ability to convey a positive and professional image to applicants and current employees.
- Ability to think outside the box and be proactive
- Confidentiality
- Love taking ownership of projects
- Spanish speaking a plus