



## Recruitment and Employee Success Associate

**General Description:** Assists in scheduling, maintaining candidates in applicant tracking system, and keeps the hiring processes running smoothly. Assist Employee Success team in the day-to-day operations of onboarding new employees; including reviewing benefits and other programs, explaining policies, and ensuring necessary enrollment wizards are completed.

**Ideal Qualifications:** 2-5 years of Human Resources or Recruitment experience

**Location:** We have offices in both Bozeman and Livingston

### Some of what you will do:

#### Recruitment

- Review resumes and qualifications for appropriateness of skills, experience, and knowledge in relation to position requirements
- Prescreen candidates -guide candidate tours, provide complete, accurate, and detailed information to candidates about the company and position
- Participate in community outreach activities
- Administer skills assessments and perform reference checks on qualified candidates. Maintain accurate and well-ordered documentation on all candidates, searches, hiring team's interactions, and other recruiting activities
- Manage the scheduling and logistics of all final interviews between candidates and hiring team

#### Benefits/Onboarding

- Ensure all new hire paperwork is received and accurate
- Assist employees seeking information and guidance concerning the various benefits plans and options available, as well as advise employees concerning benefits policies and procedures
- Conduct new hire orientation
- Assist employees in benefits enrollment and help facilitate open enrollment
- Provide accounting with payroll/benefit-related entries
- Upload papers and documents into appropriate employee files
- Other administrative duties-such as cross training and covering SWAT

**The rest of the stuff:** Compensation based on experience. Full-time position with complete benefit package including health, 401K, disability, PTO, bereavement, etc.

*PFL is committed to fostering a workplace that connects and honors people for the many aspects that make them unique.*

**Please note:** PFL requires all applicants to be eligible to work within the US and generally will not sponsor visas unless otherwise noted on the position description.

Check out our careers page: <https://www.pfl.com/employment-at-pfl/>