



TM GE Automation Systems LLC

Office: 1325 Electric Road, Suite 200, Roanoke, VA 24018 USA
Mailing Address: 2060 Cook Drive, Salem, VA 24153 USA

Job # P4208

Job Title: HR Generalist (Recruiter)	Location: Salem, VA, USA
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Business Unit/Department:
Human Resources

Job Responsibilities:

- Hands-on, full life cycle recruiting of all positions
- Developing and implementing creative and cost-effective methods to identify and attract talented individuals
- Managing the recruiting process from needs assessment through onboarding
- Coordinating the visa and permanent resident alien process for new and current employees
- Creating and fostering relationships with recruiting sources, vendors, colleges and universities, professional and community organizations, and potential applicant populations to advance the TMGE brand
- Developing collaborative relationships with internal customers and suppliers to achieve functional and organizational goals.

Minimum Qualifications:

- Bachelor's degree in related field or equivalent work experience
- 5 years HR experience
- 3 years non-agency, engineering recruiting experience
- Knowledge of HR functional areas, applicable legal and regulator guidelines and their impact on recruiting, hiring, and employment practices
- Knowledge and experience in AAP & EEO data tracking, reporting, and program requirements to ensure compliance
- Proficiency in MS Office, internet sourcing and networking systems and tools, and applicant tracking software
- Flexible and friendly approach to external contacts, applicants, and co-workers
- Demonstrated skills in planning, organizing, decision-making, influencing, negotiating, detail-orientation, accuracy, verbal and written communication, and creative problem-solving; sound business judgment; and the drive to achieve results
- Travel less than 10%

Desired Qualifications:

- Experience in direct sourcing, international recruiting, and recruiting in industries served by TMEIC GE
- Experience working in an international environment
- Visa and permanent resident alien processing experience
- Oracle proficiency
- PHR/SPHR/GPHR

Direct Link to online application <http://www.tmge.com/hr/app.php>
In order to be considered for a job opening, all applicants must complete an on-line job application, in full, for each job opening. A resume can be attached to the on-line application but is NOT considered a substitute for the information in the application. Applications are not accepted for positions not posted. Current Job Listings, along with our application can be found on our Website at www.tmge.com, click on Career Opportunities.
We are an Equal Employment Opportunity Employer & Affirmative Action Employer