

HR Specialist/Recruiter

Taconic, a highly successful global manufacturing company, is seeking a self-motivated, responsible individual to work as an **HR Specialist/Recruiter** in our Human Resources Department.

Primary duties will include:

- Recruit, screen, and interview candidates for open positions
- Assist with the day-to-day duties of the human resources department

Requirements:

- Bachelor's degree in human resources or related field required
- Must possess a minimum of three years of related human resource experience
- Must be able to work in a fast-paced environment with ability to prioritize based on changing work conditions.
- Experience with MS Office required
- Must be familiar with ADP.
- Excellent organizational, communication, interpersonal, problem solving and time management skills required along with a strong attention to detail.
- Must maintain a high level of professionalism with ability to maintain confidentiality in all human resource matters.

Salary range: \$55,000-\$68,000 per year

We offer a competitive benefits package including medical, dental, vision and life insurance, a competitive compensation and retirement package, tuition assistance, vacation, a business casual work environment and more!

Resumes should be sent to Human Resources at hr@4taconic.com or mailed to:

Taconic
136 Coonbrook Rd.
Petersburgh, NY 12138