

JOB TITLE: Driver Recruiter

FLSA STATUS: Exempt – Administrative

PREPARED: 01.06.11

SUMMARY

Communicates with Company driver and owner/operator applicants through all stages of the onboarding process in order to recruit, select and hire qualified individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establishes and maintains positive working relationships to meet or exceed customer expectations.
- Analyzes driver personnel needs for specific fleets and terminal locations and communicates any special needs to the Director of Driver Recruiting.
- Communicates with job applicants regarding employment and application status.
- Analyzes and creates reports dealing with recruiting and retention as required.
- Recommends updates to current company employment package and hiring process as needed.
- Updates driver application files.
- Attends recruiting trips involving trade shows, truck stops and nationwide seminars.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.
- Travels as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Meets deadlines, makes decisions promptly and effectively communicates with others.
- Uses a computer and software programs with limited guidance, as required.
- Ability to read, write, talk and hear; add, subtract, multiply and divide; and lift and/or move up to 35 lbs as required.

EDUCATION AND/OR EXPERIENCE

Bachelor’s degree (B.A.) from four-year college or university; or one or two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver’s License as required.

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

