



Let's Make a Difference in Our Community

JOIN THE MERCHANTS & MARINE BANK TEAM

Since 1898, Merchants & Marine Bank has been the hometown bank of Jackson County & George County in Mississippi and Baldwin County, Alabama.

The Recruiter/Training Specialist will be responsible for ensuring the success and fulfillment of Merchants & Marine staffing needs and training program. This person will lead, organize, and execute a variety of talent acquisition programs and trainings to ensure our Bank is made up of the best people possible.

Recruiter/Training Specialist

- *Pascagoula, Mississippi*

Essential Functions and Responsibilities

- Scout for new talent using a variety of methods (including job sites, data mining, cold calling, online databases, social media, internal databases, search engines, employee referrals, and outplacement events).
- Post and manage job listings, working with our marketing firm on all major job sites (i.e., Indeed, LinkedIn, etc.).
- Qualify resumes and conduct preliminary interviews of candidates using telephone and/or video calls.
- Work with the HR Director and Management, understand the salary requirements of candidates and negotiate compensation to maximize profit margins for the company.
- Work closely with the leadership team to understand job specifications and success factors for each position in the company.
- Develop relationships with managers and team members to understand each department's needs.
- Manage interview schedules and logistics, collect feedback on time and assist with hiring decisions by conducting debriefing sessions, conduct preliminary reference checks and coordinate offer letters by working with management and HR to develop attractive offer packages.
- Understand what our company and employees need, work with HR Director and provide recommendations for learning topics, curricula and solutions. Set measurable objectives and manage completion of the same.
- Creatively design our learning program and library—work with and manage development of content and resources, such as graphics, quizzes, videos, and more. How would the team learn best, and how can we make that available for them?
- Organize and deliver specific training modules, lunch & learns, speaker programs, and/or courses, as well as coordinate objectives and deliverables for outside learning opportunities.
- Create plans and processes for on-going sustainability to ensure that the team is constantly learning and growing.
- Promotes the organization's culture, mission, and values; ensures quality in all areas and encourages teamwork by training and providing support in the HR department and throughout the organization.

Qualifications

- Bachelor's degree in Human Resources, Psychology, Business Management, or related course of study
- PHR or SHRM-CP preferred
- Have 3+ years of energize high-growth recruiting/training experience
- Ability to work independently with strong time management, teamwork, organization, problem solving & project management skills
- Demonstrated customer service, interpersonal and communication skills
- Possess knowledge of social networking space and creative recruiting techniques
- Thoroughly understand leading practices in talent sourcing strategies
- Understand human resources practices and employment law as they relate to recruiting (labor laws, 1099 vs. W2, etc.)
- Have excellent judgment and always maintain strict adherence to confidentiality requirements and the utmost professionalism in all situations
- Ability to communicate effectively orally and in writing using the English language; Ability to read, analyze, and interpret general business periodicals, governmental regulations
- Strong interpersonal skills: experience in effectively communicating with employees, supervisors, senior management, Board of Directors, or other outside partners. Remains professional throughout difficult situations
- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrated proficiency with Microsoft Word, Excel, Power Point and HRIS system.

Visit https://easyapply.co/job/recruiter-training-specialist-032116?rcid=m_m_bank_careers to complete an application and upload your resume.