

Title:

Recruitment and Retention Specialist

Reports to:

Senior Director, Recruitment

Location:

Fresno, CA

*Full-time / Exempt Salary Position

Job purpose:

To add drivers to the fleet plan, organize and conduct training of operators of commercial motor vehicles.

General Description & Expectations:

- Field phone calls
- Match callers geographic location to company's fleet lanes
- Market what company has to offer while screening caller to ascertain whether they are a viable prospect
- Coordinate with possibly viable prospects on getting information packet to them
- Process applications, including MVR, criminal and work histories
- Coordinate with approved applicants on providing tractor information for the lease-on process
- Schedule applicants for drug tests, physicals and orientation
- Coordinating with all pertinent departments and the applicant for orientation
- Learn the actual orientation processes and developing the ability to participate in such processes
- Keep accurate records in regards to the above activities
- Must be able to multi task
- Field concerns of current owner/operator s and ascertain what involvement is warranted or who to refer them to in various situations

Work Experience Requirements/Skills:

- 3+ years of transportation industry experience and 2+ years of experience in driver recruitment.
- Well developed communications skills, written and verbal.
- Good working knowledge of Microsoft Office products.

Education Requirements:

- Minimum High school diploma or GED, but College Degree Preferred