Our innovative and growing company is looking for a campus recruitment. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for campus recruitment

- Develop effective relationships with key internal business stakeholders, (including executives), to motivate their participation and sponsorship of recruiting efforts
- Partner with target schools to annually assess performance to determine overall effectiveness, review analyses with key stakeholders and use data and feedback to make long-term decisions related to each school
- Coordinate the travel plans for out-of-town candidates and confirm cost effective yet convenient candidate travel (includes requesting travel profile creation, monitoring booking of flights, making hotel reservations, car service requests)
- Insure that all candidates interviewing with L'Oreal have completed our online employment application
- Order office supplies and recruiting materials (interview folders, brochures, Internship and MDP overview,), as required
- Reserve conference rooms for assessment sessions, set up prior to and cleaning up conference rooms after assessment sessions (presentations, flipcharts)
- Coordinate details of all recruitment events (Assessment Days, Taste of L'Oreal for Operations and R&I, Diversity conferences, Campus recruitment trips, info sessions)
- Manage the recruitment operations process using GTi/TargetJobs including job postings, offer letter, salary negotiations, announcements
- Administer the campus recruitment strategy, including identifying creative approaches to campus recruitment support activities

Qualifications for campus recruitment

- Master's degree, or equivalent, in Mechanical Engineering or related academic field
- Bachelor's degree, or equivalent, in Mechanical Engineering or related field plus several years of progressive experience in a similar position
- Master's degree, or equivalent, in Computer Science, Engineering, or related academic field
- Bachelor's degree, or equivalent, in Computer Science, Engineering, or related field plus several years of progressive experience in a similar position
- Bachelor /Master's degree, or equivalent, in Electrical Engineering or related academic field
- Flexibility to commute back and forth to NY/NJ to attend meetings, events