



Example of Hiring Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of hiring manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for hiring manager

- Work with Business Unit/Region leadership and analysts to develop, maintain and manage analytics that will improve strategic, targeted hiring efforts to successfully meet Business Unit/Region needs for filled driver positions
- Evaluate and maintain driver hiring needs through frequent daily interaction with various levels of operations employees (front line supervisor to Sr VP/COO level) to maintain proper driver position levels by opening and closing positions accordingly
- Evaluate and update job descriptions based on the changing needs of the business and new startup fleets to ensure accurate job postings
- Work with Operations and Driver Personnel Advertising team to develop a solid marketing strategy for open positions and determine most appropriate media to build an effective advertising strategy
- Coordinates driver transfers through the Driver Transfer Portal
- Attend job fairs, account/terminal visits and other meetings by traveling as needed to assigned areas to provide onsite support and guidance to key personnel (approx
- Ensuring an effective attraction strategy is in place working with both agency partners and the local community
- Developing a culture of continuous improvement within resource management practices on site and in the wider network
- Working in partnership with operational stakeholders to map the critical role requirements for the year

Qualifications for hiring manager

- Experience in Recruitment or HR Analytics
- College degree preferred (Associates or Bachelor's) or 2 - 4 years or more experience in a maintenance operations environment required
- Strong vehicle diagnostics/repair knowledge preferred
- Maintenance and Technical experience in a shop environment is required
- Must have reliable transportation and provide current proof of auto insurance
- Ability to meet the physical and mental abilities of the job