

Landscape Concepts Management, Inc.

Recruitment and Safety Specialist

Grayslake

Landscape Concepts Management has earned a reputation as the Midwest's premier commercial landscape contractor. Our firm does more than maintain landscapes - we provide long-term solutions that "create landscapes for life". Landscape Concepts Management's culture empowers our team to make decisions and take ownership of customer solutions. Our people are experts in their field, with a strong commitment to quality work – if our names are on it, we want it to be award-winning.

PRIMARY PURPOSE OF JOB: To source, recruit, and recommend candidates for employment within LCM. Additionally, to support and promote the company's safety and compliance vision.

RESPONSIBILITIES will include but are not limited to;

- Create and maintain a process for position requisitions and an applicant tracking system (ATS).
- Act as liaison with area employment agencies and advertising agencies.
- Source, screen, and perform initial interviews of applicant.
- Provide candidate recommendations to the hiring manager.
- Conduct pre-employment verifications and testing in compliance with regulations and company policy.
- Maintain employee referral program.
- Use traditional and nontraditional resources, such as career fairs, online job fairs, community network events, etc., to identify and attract quality candidates.
- Partner with Marketing Team to develop advertising programs (internal and external) to ensure high visibility with potential candidates.
- Participate in Safety Committee meetings and all associated activities.
- Act as primary Safety Secretary, with duties ranging from job site safety inspections, safety manual and policy maintenance and upkeep, OSHA reporting, and all necessary safety activities to support and promote LCM's safety goals and vision.
- Ensure compliance with all federal and state laws and regulations.

REQUIREMENTS:

- Minimum of one year of sourcing and recruiting experience for service industry-type positions.
- Solid strategic thinking and problem solving skills.
- Keen understanding of business acumen and relationship management.
- Genuine interest in and familiarity with safety statutes.
- Intermediate to advanced computer skills.
- Must be fluent in both English and Spanish.
- Valid Driver's License required.
- Excellent communication and organizational skills while working in a fast paced environment.

This job description does not list all the duties of the position.

Equal Opportunity Employer

Please send your resume and / or letter of interest to:
work@landscapeconcepts.com