



**Position Title:** Field Recruiter

**Department:** HR

**Reports To:** HR Manager

**Exemption Status:** Exempt

**Position Purpose:**

The Field Recruiter is responsible for the recruitment initiatives at our West Texas Landfill Facilities ensuring that all open field positions are filled in a timely manner. This position will report to the HR Manager and will work closely with Operations team.

**Essential Job Functions:**

- Develop innovative, creative and proactive recruitment strategies to meet the business needs of the Facility Managers.
- Partners with Facility Managers to understand their hiring needs and advise on hiring trends.
- Determines applicant requirements by studying job description and job qualifications.
- Post job requisitions and source candidates, utilizing all internal and external avenues available, including social media
- Review applications/resumes, pre-screen and interview candidates, and forward qualified candidates to the appropriate hiring manager
- Responsible for working within our applicant tracking system to manage job requisitions
- Act as liaison between hiring managers and candidates throughout the recruitment process.
- Develop and maintain a network of contacts to help identify and source qualified candidates within the Oil & Gas Industry.
- Perform other duties as assigned by your manager

**Skills and Qualifications:**

- Bachelor's Degree in the area of Human Resources preferred
- 5+ years' recruiting experience, preferably in the Oil & Gas Industry.
- Excellent communication skills, both written and oral.
- Proficient with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and internet based systems.
- Proficiency in online recruitment tools such as LinkedIn, job boards, and college career websites.
- Experience with Applicant Tracking Systems.
- Detail-oriented, consistent, organized and ability to use good judgment & discretion.
- Ability to work independently with minimal supervision and prioritize duties.
- Display strong interpersonal skills necessary to deal courteously and effectively with a diverse group of people.



- Strong work ethic, integrity and possess a dedication to customer service
- Must be able to travel 75%

*The above description is meant to provide an overview/summary of the nature and level of work being performed; it should not be construed as an exhaustive list of all responsibilities, duties and requirements of the job. Petro Waste Environmental reserves the right to modify the content formally or informally, follow any other job-related duties/functions requested by their supervisor. Further, all employment at Petro Waste Environmental is of an at-will nature and, as such, the company reserves its right to terminate any position or employee (with or without notice and with or without cause) within its discretion.*