



**Title:** Recruitment Specialist  
**Location:** Lansing, Michigan, United States  
**Function:** Human Resources  
**Details:** Salaried Exempt

---

EDL owns and operates a global portfolio of power stations in Australia, North America, and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the HR Director, the Recruitment Specialist will be responsible for owning and leading the recruitment process for EDL to ensure minimal time to fill while positively impacting the DE&I metrics.

### **Key Responsibilities**

- Input into overall hiring strategy of the organization to ensure our teams consist of a diverse set of qualified individuals
- Owner of recruitment process from requisition through offer
- Ensure the staffing needs of the company are being met, with a long-term talent strategy in mind
- Devise and implement sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives
- Develop formal apprentice program and form relationships with area schools
- Identify, organize, and attend appropriate job fairs and recruitment events to build a strong candidate pipeline
- Create and implement end-to-end candidate hiring processes to ensure a positive experience
- Form close relationships with hiring managers to ensure clear candidate/interviewer expectations
- Determine selection criteria for candidates by liaising with managers and other members of staff
- Source applicants through online channels, such as LinkedIn and other professional networks
- Update/create job descriptions and interview questions that reflect the requirements for each position
- Identify and refine down the most suitable talent from available candidates
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews
- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders
- Track and report on key performance indicators
- Provide regular status updates and communicate with hiring managers
- Implement and train hiring managers on behavior-based interview model

### **Qualifications and Experience**

- Recruitment and interviewing skills
- Excellent interpersonal and communication skills
- Process improvement skills
- Accurate and attentive to detail
- Effectively manages and prioritizes multiple projects
- Conscientious, proactive, and committed
- Works independently and leverages resources when needed

- Bachelor's degree in Human Resources or similar
- A minimum of 5 – 7 years dedicated recruiting work experience
- Experience and proficiency with LinkedIn Talent Solutions to proactively source candidates
- Familiarity with social media, resume/C.V. databases, and professional networks
- Knowledge of applicant tracking systems
- Proficient with Microsoft based programs including Teams, Outlook, Excel, Word

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume to [employment@edlenergy.com](mailto:employment@edlenergy.com), referencing the title of this role.

**Applications open until closed.**