

# Talent Acquisition Coordinator

1 Gordon Mills Way, St Johnsbury, VT 05819, USA

Starting salary: \$60,600

## Join our team where we accomplish great things TOGETHER.

### Allow us to introduce ourselves...

We are a globally active family company whose sustainable and responsible actions contribute to improved living standards. We are an attractive employer with a value-oriented corporate culture based on trust, appreciation and continuous improvement.

**Weidmann Electrical Technology** has been at the heart of the global transformer industry for over 140 years. With deep rooted knowledge in the design, development and operation of transformers, Weidmann is a leading integrated solutions provider for specialized product and services in the energy sector.

### The role...

The Talent Acquisition Coordinator provides administrative and logistical support across all stages of the recruiting lifecycle to ensure smooth and efficient Talent Acquisition (TA) operations. This role supports the recruiting team by managing key processes such as interview coordination, pre-employment activities, and onboarding handoffs, while maintaining accuracy and consistency within the applicant tracking system (ATS).

### How you'll make an impact...

- Provide day-to-day administrative and operational support to the Talent Acquisition team.
- Post and maintain job openings on internal and external job boards.
- Maintain accurate candidate and requisition data in Dayforce / ATS and support applicant tracking.
- Serve as a point of contact for Talent Acquisition inquiries and candidate communications.
- Support hourly recruiting activities, including screening, interview coordination, and logistics.
- Coordinate pre-employment activities such as drug screens, physicals (POPEs), and reference checks, and support onboarding handoff.
- Assist with recruiting events, job fairs, employer branding initiatives, and related logistics.
- Support reporting, metrics tracking, and continuous improvement of recruiting processes.

### What do you bring...

- Associate's degree in Human Resources, Business Administration, or a related field strongly preferred, with minimum 2 years of relevant experience required in a recruiting, HR, or administrative support role, ideally within a manufacturing environment, **OR** high school diploma with minimum 4 years of relevant experience required.
- Strong organizational and time management skills, with the ability to handle multiple priorities in a fast-paced setting.
- Excellent written and verbal communication skills, with strong attention to detail.
- Proficiency in Microsoft Office and experience using an Applicant Tracking System (Dayforce experience preferred).
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong customer service orientation and collaborative mindset.

### What do we offer?

- Medical insurance with an accompanying health savings account, vision and dental insurance, PTO starting your FIRST day.
- 401k plan with company match, Company paid basic life and AD&D insurance, STD and LTD
- Employee assistance program
- Employee referral program
- Additional company programs include: Wellness, clothing allowance, computer loan, and tuition reimbursement