



## Office Location

Liberty Lake, WA

## FLSA Status

Non-Exempt

# Talent Acquisition Coordinator

## Position Summary:

Source top talent candidates and coordinate their progress through hiring and on-boarding processes.

Compensation: \$23.00 - \$34.00 hourly rate, depending on experience

Location: Liberty Lake, WA

## About H2E:

H2E is an electrical engineering consulting firm specializing in electrical engineering, power, automation, controls, and software for industrial and municipal markets.

We hold professional engineering licenses in over thirty US states where we provide professionally guided ideas through our consulting, professionally sound solutions through our engineering, and professional expertise in implementation through our commissioning and startup support.

H2E's core values are Excellence, Communication, and Passion. These core values describe our culture, the expectations we set for ourselves, and the standards we use to hold each other accountable.

## Why join H2E?

H2E is the team that achieves excellence. This is the place where you will apply your experience, skills, and talents to solve problems that make people's lives better. At H2E, we match your commitment to succeed by giving you real opportunities to grow while providing you with training and a supportive environment.

## Benefits:

- Competitive pay
- Employer paid premiums for health, dental, and vision insurance
- Long-term disability and life insurance benefits
- 401k with employer match up to 6%
- Company profit sharing
- Paid vacation and sick time
- 10 paid holidays
- Professional development opportunities
- Collaborative team environment

## What you'll do:

- Source and recruit top talent candidates who align with H2E's core values and mission.
- Follow and actively participate in the H2E hiring process to ensure seamless execution.
- Position new employees for success by effectively coordinating on-boarding activities.
- Ensure data integrity and compliance through meticulous record keeping and documentation.

## What you'll bring:

- Excellent verbal and written communication skills.
- Ability to connect and establish rapport with a variety of different personality types.
- Aptitude for team building and organizational development.

## How to Apply:

To apply for this position, provide your resume and cover letter.

In your cover letter, please explain why your experience is relevant to this role.