



**IP Corporation** has been a supplier to the composites industry for over four decades. With our three subsidiaries (Interplastic, North American Composites, and Molding Products), we are uniquely positioned to meet the needs of our diverse customers. More than ever, our commitment to becoming the finest supplier and distributor of resins and composite materials in our industry still stands. In addition, all of our manufacturing facilities and research and development laboratories are ISO 9001:2000 and ISO 14001:2004 certified.

We have an exciting opportunity for an experienced **Human Resources Recruiting Coordinator** located in our Corporate Headquarters in **Vadnais Heights, MN (a suburb of St. Paul, MN)**. **This position has been held by a long term employee who is retiring.**

**Major Areas of Accountability:**

- Responsible for all aspects of recruiting:
  - Post, place, and maintain recruitment advertisements
  - Determine candidate qualifications, match skills, then coordinate and participate in interviews, both face to face as well as phone
  - Perform all essential background checks
  - Process New Hires
  - Responsible for Weekly Recruiting Report
- Responsible for all aspects for temporary employees:
  - Contract Tracking and Negotiations
  - Tracking and Reporting of Temporary Employees
  - Processing Temporary Employee Invoices
  - Responsible for Monthly Temporary Employee Reporting
  - Conversion of Temp to Hire Employees, where applicable
- Assist Human Resources Department with other projects and activities.

**Ideal Candidate:**

- Bachelors' Degree a plus.
- Minimum of 5 years' experience in recruiting.
- Possess the ability to work in fast-paced environment.
- Process excellent written and verbal communication skills.
- Ability to handle confidential and sensitive information.
- Detail oriented with excellent organizational skills with ability to manage multiple priorities.
- Strong focus on customer service.
- Strong computer skills, including Microsoft Office and the ability to learn new software.
- Strong collaboration skills; ability to work with a diverse group of people and disciplines.

**Comprehensive Benefits Package:**

- Competitive Salary
- Medical Benefit Plan
- Dental Plan
- Vision Plan
- Life Insurance Plan
- Short and Long Term Disability Plans
- Medical and Dependent Care Flexible Benefits Plan
- 401K Plan that includes matching as well as profit sharing

If you meet the requirements and are results oriented please submit your resume, cover letter, and salary requirements via mail, email or fax to:

IP Corporation  
Attn: Hiring Manager  
1225 Willow Lake Blvd  
St. Paul, MN 55110-5145  
Fax: 651.481.9170  
Email: [jobs@ip-corporation.com](mailto:jobs@ip-corporation.com)

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