

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

Maintenance Recruiter/Employee Engagement Specialist

POSITION PURPOSE:

The Maintenance Recruiter/Employee Experience Specialist works with all departments within MAC to enhance the employee experience and to help retain MAC employees. This includes: Improving morale with all employee groups, being a liaison between field employees and headquarters, handling all relevant calls or inquiries from our employee group, and employee appreciation for special occasions. This is achieved by building and strengthening relationships with employees and directing them to the appropriate departments for their needs or assistance as required. This specialist analyzes employee data and makes recommendations to management accordingly in an advisory capacity. This position will also assist with recruiting new talent and serves as administrative assistance to management personnel.

RESPONSIBILITIES/DUTIES:

- Responsible for managing full cycle recruitment of Aviation Maintenance Technicians in a highly competitive market from initial recruitment and sourcing to screening, interview and offer acceptance
- Represent Mountain Air Cargo at industry recruiting functions, events, and seminars and promote company culture and reputation
- Responsible for initiating & building pathway programs with Aviation Maintenance schools and Military Partners
- Source and plan recruitment events, including but not limited to industry job fairs, aviation universities, trade shows and major aviation conventions
- Conduct public presentations to present company programs to Aviation schools and universities
- Schedule and conduct interviews with hiring managers
- Assist with employee engagement events
- Enhance the Employee experience at MAC.
- Partner with leadership to make decisions on employee engagement strategy
- Drive employee engagement within the facility by directly partnering with leadership to implement employee engagement initiatives
- Develop and coordinate programs and events to enhance the employee experience and retain employees.
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Assist all MAC departments with employee incentives.
- Provide administrative assistance to leadership team as needed
- Assists in compiling data for employee recognition programs
- Supports other projects and objectives as required.

QUALIFICATIONS:

- Bachelor's degree in a related field or 3 of experience directly related to aviation recruiting and employee engagement

- Must have above average PowerPoint, Excel, and MS Office skills.
- Strong planning and organizational skills.

SPECIAL POSITION REQUIREMENTS:

- Be engaging, have a natural like of people, a knack for leading and skills that engage others in company goals
- Exceptional relationship building skills with employees, managers and clients
- Strong Communicator
- Some Travel may be required

SUPERVISORY RESPONSIBILITY:

N/A

TRAINING REQUIREMENTS:

N/A

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work typically performed in an office environment utilizing computer and phone.

Ability to lift up to 40 lbs.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.