



Belstra Milling Company is a world-class feed manufacturing, transportation and pig production company. We are currently looking to fill a full-time recruiter/generalist position, which is based out of our company headquarters located in DeMotte, IN. This role is responsible for performing HR-related duties on a professional level and works closely with our senior management team. The ideal candidate would embrace and support our core values: integrity, quality, and service. We offer competitive wages and a good benefit package.

ESSENTIAL FUNCTIONS (including but not limited to the following list)

- Conducts recruitment efforts for Belstra Milling Co. and its' subsidiaries, BMC Transport and the Belstra Group Farms, which includes:
 - Assists with creating job opening descriptions and advertisements
 - Attends college career fairs and various community network events in order to identify and attract candidates
 - Manages all job postings and applicant files
 - Screens resumes and applications
 - Conducts interviews
 - Prepares employment offers including benefits, compensation, etc.
- Oversees new employee onboarding process, including pre-employment paperwork
- Updates various reports and listings
- Assists with other HR related functions and projects as necessary

SKILLS AND REQUIREMENTS

- Strong communication skills, both verbal and written
- Ability to speak and present in public or group settings
- Exceptional interpersonal skills
- Familiarity with Microsoft Office Programs
- Maintains compliance with federal, state and local laws, especially as it pertains to employment
- Demonstrated strength in work prioritization
- Possess a valid driver's license
- Interest in the agricultural industry
- Willingness to embrace cultural diversity and inclusion

EDUCATION AND EXPERIENCE

- Associate degree in Human Resources or related field required, bachelor's degree preferred
- Minimum of 1-3 years recruiting experience

Interested parties can apply online via our careers site: <https://www.belstramilling.com/Careers/>, or in person at our DeMotte Headquarters, 308 15th Street SE, DeMotte, IN 46310. Please direct any questions to our Human Resources department at 219-987-4343 Ext 194.

