

Who We Are:

GMA Group dba Capelli New York, Capelli Sport, Sondra Roberts, and Ballet Group, are a major U.S. manufacturer and distributor of apparel, footwear, novelty and gift products, jewelry, fashion accessories, handbags, PPE, and sports/athletic apparel for women, men, and kids. We were established in 1990 and have approximately 600 employees in the U.S.A. and 2,500 employees worldwide. We have locations in the U.S.A., UK, China, Hong Kong, Germany, and Bangladesh.

What We Are Looking For:

We are seeking a driven **HR Manager - Recruiting Coordinator** for our **Fulfillment Center / Warehouse in Pittston Twp. PA**. The ideal candidate will be a detail-oriented person who is a problem solver, takes initiative, possesses great communication skills, has the ability to shift gears at a moment's notice, and enjoys the challenges of helping to build a great organization of talented individuals to join our team.

Responsibilities:

- Placing Ads and targeting applicable institutes to attract the right candidate.
- Handling interviewing and hiring process.
- Providing follow-up correspondence to candidates on recruiting status via phone and e-mail.
- Tracking recruiting activities and providing open job positions and candidate status in a weekly report.
- Identifying opportunities for improving candidate experience and scheduling efficiency.
- Assisting in the coordination of other recruiting activities as needed.
- Supporting broader HR projects when necessary.
- Maintaining employee files and records in electronic form.
- Updating company organizational charts
- Developing and maintaining policies and procedures.
- Acting as a liaison for employees on payroll & benefit issues.
- Performing other related duties as required and assigned.
- Work with temp agencies.
- Recruit part-time & seasonal workers from colleges and/or high schools.
- Able to keep track of employee incentives & finder fees.

Requirements:

- A bachelor's degree and 1-2 years of experience as an HR or Recruiting Coordinator (essential).
- Fluent in English & Spanish
- Excellent interpersonal and communication skills.
- Ability to work well under pressure and to meet tight deadlines.

- Fantastic organizational and time management skills.
- Meticulous attention to detail.
- Ability to accurately follow instructions.
- Personal and Professional approach and demeanor.
- Team Player.
- Experience in handling employee relations issues and dealing with labor laws.
- Knowledge and practical application of all HR discipline and practices.
- Strong organizational skills and attention to detail.
- Strong collaboration skills and the ability to contribute within a team setting.
- Strong problem-solving skills.
- Ability to multi-task effectively in a fast-paced environment.
- Must have a positive attitude.
- Highly proficient technological skills especially in Microsoft Office Suite is essential.
- Ability to manage multiple priorities, prioritize work according to urgency and importance.

If you see yourself as our newest team member, please submit your resume and salary requirements (Applications without the salary requirement might be delayed for review) to PAopportunities@capellisport.com

GMA Group is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, age, veteran or military status, or any other category protected under the law. GMA Group is an equal opportunity employer; committed to a community of inclusion, and an environment free from discrimination, harassment, and retaliation.