

# Alabama Job Order Print Document

Job Order: **2861137**

Print Date: **9/1/2020 1:21:59 PM**

Office: **Tuscaloosa Comprehensive Career Center**

LWDB: **West AlabamaWorks!**

## Employer Information:

Employer Name: **LP Services LLC**

How to Apply: **Provide an AlabamaWorks! Resumé Online (recommended)**

Company Website: **<https://lpservicesllc.com/>**

Application Comments:

## Location:

Main Address:

**LP Services LLC  
3076 Palisades Court  
Suite E  
Tuscaloosa, AL 35405**

Mailing Address:

**3076 PALISADES CT  
Suite E  
TUSCALOOSA, AL 35405-3455**

## Contact:

Contact: **Leslie Williams**

Title: **Human Resources**

Phone: **(205) 737-7057 x** Fax: **(205) 710-5595**

Email: **leslie@lpservicesllc.com**

## Job Details:

Occupational Code: **43411100 Interviewers, Except Eligibility and Loan**

Job Title: **Recruiter**

Industry Code: **561320 - Temporary Help Services**

Number of Positions: **1**

Referrals: **250**

Earliest Date to Display: **9/1/2020**

Last Date Job Order Will Display: **10/31/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

- **Achieves staffing objectives by recruiting and evaluating job candidates; advising managers; and managing relocations and intern program.**
- **Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs.**
- **Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; and maintaining rapport.**
- **Determines applicant requirements by studying job description and job qualifications.**
- **Attracts applicants by placing job advertisements, contacting recruiters, and using newsgroups and job sites.**
- **Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.**
- **Arranges management interviews by coordinating schedules.**
- **Evaluates applicants by discussing job requirements and applicant qualifications with managers and interviewing applicants on a consistent set of qualifications.**
- **Manages new employee relocation by determining new employee requirements, negotiating with movers, arranging temporary housing, and providing community introductions.**
- **Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; and emphasizing benefits and perks.**
- **Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; and advising managers on training and coaching.**

- **Avoids legal challenges by understanding current legislation, enforcing regulations with managers, recommending new procedures, and conducting training.**
- **Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.**
- **Accomplishes human resources and organization mission by completing related results as needed.**

Special Software/Hardware Skills Needed: **No**

Special Skills:

**Job Requirements:**

Minimum Age: **18**

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **12**

Requires a Drivers License: **No**

Near Public Transportation: **No**

Drivers License Certification:

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: **12.00 Hour**

Maximum Salary:

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **Yes**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day**

Benefits: **Medical, Dental, Life Insurance, Vision**

Other Benefits: **No Benefits Listed**

**Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

**Job Application Information Needed:**

**Req Section**

- Contact Information
- Employment History     Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

**Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

**Staff Information:**

Category: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Veteran Hold**

Employer Status:

Reason: **NA**

Future Release From Hold:

Job Order Followup: **10/1/2020**