Populist
Cleaning Co

making life better through quality partnering

Position Profile- Engagement Cultivator

Reports to: Director of HR & IT

Skills and Competencies:

- Demonstrates excellent listening and communication skills.
- Strong interpersonal skills.
- Consistently follows through on commitments.
- Exhibits high-level intelligence, including emotional, critical, and analytical thinking.
- Possesses exceptional organizational and planning abilities.
- Demonstrates strong self-motivation and the ability to work independently.
- Ability to build relationships.
- Strong attention to detail.
- Able to manage multiple priorities.
- Strategic thinking in sourcing and talent pipeline development.
- Strong documentation and process-tracking skills.
- Ability to champion Populist's core values by representing and reinforcing company culture.
- Ability to use recruiting platforms, maintain databases, surveys, and enrollment systems.
- Basic understanding of HR processes and documentation.
- Ability to create simple videos for internal communication.
- Comfortable with onsite visits and employee recognition activities.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.

Common tasks include but are not limited to:

- Manage job postings.
- Coordinate with hiring managers to identify staffing needs.
- Source and screen applicants.
- Introduce applicants to Populist's culture and Core Values.
- Communicate background check requirements and hiring process steps.
- Attend and support recruitment events and job fairs.
- Maintain and update employee records and databases.
- Reinforce Populist culture with employees.
- Produce monthly culture, birthday and anniversary videos.
- Maintain semi-annual company-wide survey program.
- Coordinate recognition and gifts.
- Manage new hire engagement.
- Support the planning and execution of company gatherings and employee appreciation events.

Education, Certifications and/or Experience:

- High School Diploma.
- Valid Driver's License.
- 2–3 years of experience in recruiting, HR support, or employee engagement.
- Experience with applicant tracking systems.
- Experience coordinating events and employee engagement activities.

Work Environment:

- Work can be performed on-site or remote. In-person meetings or events will be required as needed.