



## Recruitment & Onboarding Coordinator – Contract Position

Ionbond is currently seeking an enthusiastic and motivated Recruitment & Onboarding Coordinator to join our team. This is a contract position, with a project timeline of approximately 8-12 months. This role will provide a unique opportunity to gain hands-on experience in recruitment and onboarding processes while supporting our team during the project. The primary responsibility of this position will be to provide support to our 7 US Coating Centers, so our candidates and new hires have an excellent experience. If you are passionate about talent acquisition and possess strong communication skills, we want to hear from you!

### Ionbond – The Surface Engineers™

IHI Ionbond is an innovative and growing industrial service company specializing in surface preparation and commercial coatings. We are a global, yet local acting, company where we work in a technical innovative environment. Our employees make a difference for companies in medical, automotive, aerospace and decorative industries with providing thin-film coating services. We operate over 30 coating centers in 15 countries over 3 continents. Our coatings are used to improve durability, quality, functionality, efficiency and aesthetics of tools and components. Ionbond is a global leader in PVD, CVD and PACVD coating technologies.

#### What defines this job?

- Work with hiring managers to prepare and refresh job ads and postings as needed
- Initiate candidate searches and lead the sourcing activities by managing a variety of platforms to post and promote Ionbond jobs, including maintaining the Ionbond global career site, LinkedIn, and other associated job advertisements, databases, and social media channels.
- Perform initial candidate screenings and interviews to determine candidate fit and share recommendations with hiring managers
- Coordinate and schedule candidate interviews with hiring managers based around the U.S. (virtual and on-site)
- Communicate with candidates throughout the recruitment journey and maintain ongoing relationships, including advising on updates and next steps, and acting as the liaison between hiring managers and candidates to schedule interviews
- Assist with the creation of employee records, such as new hire documents, ADP entry, uniform coordination while ensuring accuracy and compliance with company policies.
- Serve as a point of contact for new hires, addressing any questions or concerns they may have during the onboarding process.
- Assist the HR Team with the candidate hiring and onboarding processes, including conducting pre-employment reference checks and screenings, preparation of offer letters and new hire communications, etc.
- Additional duties as assigned.

#### What do we ask?

The preferred candidate will hold a degree in Human Resources, Business, or other related field with at least one-two years' experience in a coordinator or administrative role, preferably in recruitment. Experience working with a staffing agency, and sourcing manufacturing clients is a plus! Strong verbal/written/presentation skills, with organizational, evaluation, and negotiation skills and the ability to work and build rapport with all levels in the organization. Possess a positive attitude with the ability to self-motivate, handle multiple tasks, meet established targets, and work within critical milestones. Candidate must have strong attention to detail and familiarity with Microsoft Office products. Must be eligible to work in the U.S. and pass a background check/physical screening.

#### Interested in this job?

Please upload your resume and optional cover letter to this site: <https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1>

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