

**Posting Period**  
**March 6-20, 2013**

## **Manager, Employment Services**

### **Summary of Duties**

Reporting directly to the Senior Director, Human Resources Operations, responsible for the development of the recruitment and selection process, and the implementation of recruitment innovations. Maintain a working knowledge of corporate policies, labor agreements, and EEO policies and guidelines as they relate to recruitment and selection. Guide management through the recruiting, interviewing and selection process. Establish recruitment strategies for key and/or managerial vacancies. Develop and implement college and summer intern recruiting initiatives. Collaborate with managers to resolve issues evolving during the recruitment process for job vacancies and makes recommendations. Develop a pool of candidates in advance of need. Monitor the labor legislation and implements required changes to keep the recruitment and selection process compliant. Maintain ongoing documentation for recruiting-related processes and procedures. Performs other related duties as needed to meet the ongoing needs of the organization.

### **Minimum Acceptable Qualifications**

- Bachelor's Degree in Business, Human Resources or related field required OR in lieu of degree, any combination of education and experience in recruitment, human resources or relevant field that equal four (4) years.
- In addition to #1, must have progressive Human Resources experience in recruitment and selection.
- Must possess a thorough understanding of best practices and laws relating to employee selection and the application of the same in Human Resources environments.
- Knowledge of union contracts, labor relations laws, and/or EEO policies and guidelines preferred.
- Must have strong and effective oral and written communication skills and organizational skills.
- Strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations.
- Must be able to work independently and manage multiple projects on a daily basis.
- Must be able to work with sensitive information while maintaining strict confidentiality.
- Supervisory experience required.
- Must possess and maintain a valid driver's license and be able to operate a motor vehicle.

**All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### **Other Important Information**

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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