

Job Title: Recruitment & Retention Specialist
Department: Corporate Administration
Revision Date: 02/26/2026



Position Overview

The Recruitment and Retention Specialist is responsible for the execution of internal and external recruiting/retention plans for the FLASH Family of Companies across various medias. This will vary by company, but the primary elements are centered around general recruiting, social media marketing, digital communication, advertisements, rewards, and recognition. Working with the leadership team and reporting to the Director of Human Resources, this position will develop and implement programs that attract and retain top talent. This position will also champion the employee culture and development campaigns to ensure engagement.

Job Requirements

- Promotion of a family-focused and fun culture to all employees with a focus on boosting employee morale.
- Work closely with HR Director to create and execute recruitment strategies, job advertisements and promotion across various media outlets.
- Maintain job postings on all websites (internal and external).
- Review, screen and conduct initial interviews of hourly and salary candidates
- Creation of job content for all advertising.
- Review and distribute generated leads to management team.
- Ensure leads are communicated with on specific follow up schedule.
- Assist in weekly and monthly reporting.
- Assist in maintenance and execution of monthly job advertising and retention budgets.
- Project management, as assigned, regarding tools, policies, or procedures related to branding, marketing, customer service, or operational improvement.
- Assist department and company managers with internal communications.
- Planning and execution of corporate and hiring events.
- Analyze reports and metrics to assist with job promotions strategy in all media outlets. Analyze available performance metrics for all other media outlets as it relates to promotions for all companies.
- Review and update all company media outlets to maintain a fresh and vibrant presentation.
- Grow and foster community relationships and manage the company's public relation activities and strategy.

Skills/Qualifications

- Bachelor's degree in business administration, human resources, marketing, communications, or a related field
- 2-5 years of experience in recruiting (Additional CDL driver recruiting, HR/marketing experience preferred)
- Strong knowledge of various social media, marketing, and analytics tools such as Facebook, LinkedIn, Instagram, Google Analytics, WordPress, and other content management systems
- Excellent analytical skills and a knack for data analysis
- Skilled in writing and editing content with an attention to detail
- Strong prioritization, organization, and project management skills
- Ability to coordinate and manage design of marketing materials

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may the duties.