

BestDrive Recruiting/Training Coordinator

Your tasks

HOW YOU WILL MAKE AN IMPACT -

This is an exciting opportunity for an HR professional who enjoys building relationships, finding top talent, and helping employees succeed through effective onboarding and training coordination. In this role, you'll manage the full-cycle recruitment process while serving as the primary administrator for company training programs across our multi-location organization.

If you're someone who thrives in a fast-paced environment, enjoys balancing multiple priorities, and is passionate about delivering an exceptional candidate and employee experience, we'd love to hear from you.

What You'll Do

Talent Acquisition

- Manage the full-cycle recruitment process from requisition through offer acceptance.
- Partner with hiring managers to understand staffing needs and develop recruiting strategies.
- Source, screen, and interview qualified candidates.
- Coordinate interviews and maintain ongoing communication with candidates and hiring managers.
- Prepare employment offers and manage pre-employment activities.
- Maintain accurate recruiting data within the Applicant Tracking System (ATS).
- Track recruiting metrics and provide regular hiring updates.
- Participate in career fairs and recruiting events.

Onboarding & Training

- Coordinate new hire onboarding and orientation.
- Ensure completion of onboarding documentation and required employment paperwork.
- Administer company training programs and maintain employee training records.
- Track required training and certification completion.
- Coordinate leadership, safety, compliance, and operational training sessions.
- Generate training reports and communicate completion status to leaders.
- Maintain organized training documentation to support compliance and audit readiness.

HR Support

- Assist with HR projects and process improvements.



Job ID
REF98681V

Field of work
Human Resources

Location
Charlotte

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Tire the Americas, LLC

- Prepare recruiting and training reports for leadership.
- Maintain confidentiality of employee and candidate information.
- Support HR initiatives that contribute to employee engagement and organizational success.

Your profile

WHAT YOU BRING TO THE ROLE -

- Bachelor's degree in Human Resources, Business Administration, or a related field, or an equivalent combination of education and experience.
- **3-6 years of full-cycle recruiting experience**, including sourcing, interviewing, and managing candidates throughout the hiring process.
- Experience managing multiple openings in a fast-paced, multi-location environment.
- Experience coordinating onboarding and employee orientation.
- Experience administering or coordinating employee training programs.
- Experience using an Applicant Tracking System (ATS).
- Strong organizational, project management, and communication skills.
- Proficiency with Microsoft Office, including Excel, Word, Outlook, and PowerPoint.

ADDITIONAL WAYS TO STAND OUT -

- Experience with Learning Management Systems (LMS).
- Experience recruiting for operations, manufacturing, logistics, retail, or other multi-site organizations.
- Experience coordinating compliance, safety, or leadership training programs.
- Experience preparing recruiting and training reports and metrics.

Our offer

Work Environment & Expectations

- This position is primarily based in a professional office environment at the company's headquarters.
- Work is performed indoors in a climate-controlled setting.
- The role involves regular use of a computer, including keyboarding, viewing screens, and utilizing standard office equipment.
- The position requires the ability to sit for extended periods of time, with occasional standing or walking.
- Ability to lift up to 50 pounds and comply with PPE requirements
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

THE PERKS -

- Immediate Benefits
- Paid Time Off
- Employee Discounts, including tire discounts
- Employer 401(k) Match
- Diverse & Inclusive Work Environment
- Employee Assistance Program
- Future Growth Opportunities
- And more benefits that come with working for a global industry leader!

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

About us

BestDrive, a wholly owned subsidiary of Continental, is quickly becoming the top choice among commercial trucking fleets for our high-quality products and exceptional service. BestDrive Commercial Tire Centers specializes in providing fleet customers with innovative tire solutions including award-winning Continental and General Tire brand products, innovative commercial solution products such as ContiPressureCheck, and a wide array of multi-brand truck tires to address all market segments. Since our founding in 2012, we presently have 25 locations throughout the United States and continue to rapidly expand our footprint throughout the country.