



NVHR129

Sr. Recruiter / HR Generalist

Location: El Segundo

Navitas Semiconductor is a high-growth, well-funded tech start-up seeking a Sr. Recruiter / HR Generalist to support US business hiring growth and HR Operations. The ideal candidate will need to be a motivated, self-starter, who likes to collaborate and is excited to learn. This position requires a focused, high energy professional who understands the dynamics of a startup and ready to make a big impact in a small company!

Navitas has created the world's first & fastest GaN Power ICs which are enabling a new class of fast charging, miniaturized and energy saving power supplies for everything from mobile chargers and TVs to solar inverters and electric vehicles. Navitas was founded in 2013 by a highly experienced management team with the backing from tier-1 venture capitalists and is located in El Segundo, CA.

Responsibilities:

- Manage full life-cycle US recruitment across different functions, develop search tactics, actively sourcing candidates, pre-screening, interviewing and presenting qualified candidates to hiring managers, negotiating offers and facilitating the hiring and on-boarding process.
- Build a strong candidate pipeline utilizing all the tools available, including search engines, job board, external networks, social media etc.
- Conduct talent mapping for target companies to help build sourcing and hiring strategies.
- Deliver an exceptional candidate experience throughout the recruitment lifecycle, acting as brand ambassador.
- Help to develop, implement and execute recruiting programs and strategies to fill current openings and help build a healthy pipeline of qualified candidates.
- Assist in campus recruitment, including intern and fresh graduate hiring and other campus initiatives.
- Assist with daily HR operations to provide an efficient and effective HR service including employee on-boarding, contract and documents filing etc.
- Work with managers to execute on strategic plans to mentor, motivate, and retain employees, helping the company to achieve its long-term goals.
- Assist in other ad hoc human resources duties if required.

Requirements:

- Bachelor's Degree with 2+ years work experience in the corporate recruiting function or a search firm.
- Experience in Semiconductor industry or Hi-tech industry is highly preferred.
- Experience in one or more HR functions besides recruiting is a plus.
- Strong influencing, negotiation and consultative skills with an ability to build strong relationships with stakeholders internally and externally.
- Outstanding written and verbal communication skills; be an articulate and persuasive communicator.
- Knowledge of staffing and compensation strategies, practices and processes.
- Strong organizational skills and attention to details are a must.
- Must have positive attitude, compatible personality and work cooperatively with other team members
- Willingness to wear multiple hats in an entrepreneurial business setting.

Please refer to the company website for more information: <https://www.navitassemi.com/>