



Recruiter

New York, New York

Reports to: Head of HR

THE ROLE

Gotham Greens is seeking a dynamic recruiter to join the National HR team. In this role, you will work closely with the hiring managers to strategize and execute on impactful recruiting strategy. The recruiter will be responsible for sourcing top talent, guiding candidates through the hiring process from application to offer- ensuring an impeccable candidate experience along the way. In addition, this role will partner with the Head of HR to holistic view of the company's growth and talent landscape to build a lasting impact on the success of Gotham Greens. The successful candidate will have proven experience with full-cycle recruiting at multiple levels and a track record of success with handling multiple priorities. Also, the successful candidate will be exceptional at communications at all levels, handling confidential and sensitive materials, and influencing various levels of stakeholders.

In addition, the ideal candidate is passionate about sustainable agriculture and embraces Gotham Greens' core values and mission. Experience in the greenhouse or fresh produce or perishables is preferred but not required. This is an opportunity for an enthusiastic, self-motivated, and highly organized person to join a rapidly growing, innovative company that is disrupting the 21st century food system.

AREAS OF RESPONSIBILITY

- Own full cycle recruiting for candidates across a range of disciplines and levels
- Partner with hiring managers to understand their requirements, build robust job descriptions, provide guidance on hiring practices and ultimately deliver ownership of the interview process
- Maintain exceptional candidate experience at every step- from application, to interviews, to offer
- Help to create our employee value proposition complete with standardized external communication and presence
- Proactively provide consistent and detailed communication with all stakeholders in the hiring process
- Lead and project manage the selection and implementation of an applicant tracking system
- Ensure data integrity for all application and candidate data- especially consideration of confidential and sensitive matters
- Recommend and drive improvements to improve and scale our overall recruitment practices
- Other duties as assigned



QUALIFICATIONS

Requirements:

- Bachelor's Degree required
- 3-5 years of full cycle in house recruitment at multiple levels and disciplines in a high growth environment
- Experience implementing HR practices with a nonexempt workforce, preferred
- A strong desire to grow a career in the HR field at a dynamic start-up
- Proven ability to partner successfully with hiring managers and leadership across departments and levels
- Experience with applicant tracking systems and LinkedIn recruiter
- A self-starter with an ability to excel in a dynamic, ever-changing environment- someone who will take initiative, rather than only active in a reactive manner
- Exceptional communication, presentation and influencing skills and the ability to manage multiple projects simultaneously
- Proven ability to handle confidential and sensitive matters, utilizing sound judgement in a complex environment
- Experience working effectively with multiple levels of internal and external stakeholders
- Computer skills required: Microsoft Office, proficiency in Excel, PowerPoint

The ideal candidate:

- Excellent verbal, written, and interpersonal skills
- Reliable and highly motivated with a creative and lively personality
- Passionate commitment to the company vision
- Appreciation of principles of sustainable agriculture and food

WHO WE ARE

Gotham Greens is a global pioneer in urban greenhouse agriculture and a leading consumer brand of premium-quality local produce and fresh food products. Gotham Greens' produce is grown using ecologically sustainable methods in technologically-sophisticated, climate controlled, urban greenhouses. Gotham Greens provides its diverse retail, restaurant, and foodservice customers with a local, reliable, year-round supply of salad greens, herbs and fresh food products grown under the highest standards of food safety and environmental sustainability. The company owns and operates over 170,000 square feet of greenhouse across four facilities in New York and Chicago and currently has



500,000 square feet of greenhouse under development in five US states. Gotham Greens was founded in 2009 in Brooklyn, New York.

We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer. We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE
GROWN**



**PESTICIDE
FREE**



**SUSTAINABLE
AGRICULTURE**



**URBAN
FARMING**



**PREMIUM
QUALITY**

gothamgreens.com

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