

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

<b><u>JOB TITLE:</u></b>	<b>Corporate &amp; Retail Recruiting Specialist</b>
<b><u>LOCATION:</u></b>	<b>San Francisco Bay Area or NYC metro</b>
<b><u>REPORTS TO:</u></b>	<b>Manager, Recruiting &amp; HR Administration</b>
<b><u>TYPE:</u></b>	<b>Exempt</b>
<b><u>SALARY:</u></b>	<b>\$75k - \$80k</b>

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

## **OVERVIEW**

The Corporate & Retail Recruiting Specialist plays a key role in driving talent acquisition across the Birkenstock America Region, with a primary focus on retail hiring and direct support for corporate recruitment. This position directly supports the Manager, Recruiting & HR Administration and HR Business partners to support full-cycle recruiting, talent pipeline development, and onboarding execution. This role is critical to supporting Birkenstock's retail expansion strategy by ensuring timely, high-quality hiring across store location, and also contributing directly to corporate hiring needs up to the management level.

## **RESPONSIBILITIES**

### Retail & Corporate Recruiting (Primary Focus)

- Lead full-cycle recruiting for retail store positions across multiple locations, including Store Managers, Assistant Managers, and Sales Associates.
- Support full-cycle recruiting for corporate roles, including professional and management-level positions.
- Source candidates through job boards, networking, referrals, and proactive pipeline development.
- Conduct initial candidate screening and assessment to evaluate qualifications, experience, and cultural fit.
- Serve as the primary point of contact for candidates, ensuring a positive and professional candidate experience.
- Partner closely with hiring managers to understand hiring needs, timelines, and candidate profiles.
- Coordinate and schedule interviews between candidates and hiring teams.
- Exercise independent judgment in evaluating candidate suitability and advancing qualified candidates.
- Conduct reference checks and background screenings for final candidates.

---

### Retail Expansion & Hiring Support

- Support high-volume retail hiring tied to new store openings and ongoing store staffing needs.
  - Assist in building and maintaining proactive talent pipelines for retail roles in key markets.
  - Participate in hiring events, job fairs, and local recruiting initiatives as needed.
- 

#### Onboarding & Offboarding

- Coordinate onboarding activities across HR, IT, and cross-functional teams.
  - Ensure all onboarding steps are initiated, tracked, and completed successfully.
  - Facilitate a smooth new hire experience from offer acceptance through onboarding completion.
  - Support offboarding processes, including exit interviews, documentation, and equipment return.
- 

#### HR Administration & Compliance

- Provide administrative support for staffing, onboarding, and employee records management.
  - Maintain compliance with local, state, and federal employment laws and regulations.
  - Assist with employment verifications, unemployment claims, and general HR inquiries.
  - Maintain accurate and confidential employee and candidate records.
- 

#### Candidate & Employee Experience

- Communicate effectively with candidates regarding role expectations, compensation, benefits, and work environment.
- Ensure a high-quality, consistent candidate experience aligned with Birkenstock's brand.
- Support initiatives that contribute to employee engagement and positive workplace culture.

#### GENERAL SKILLS

- **Professional, polished and customer-service-oriented demeanor**
- **Punctuality, Dependability and Reliability**
- Ability to **Handle Confidential** information using the utmost discretion.
- **Communication skills:** Excellent speaking and listening skills to share information effectively, while paying careful attention to concerns and questions from employees and job applicants and applicants/candidates.
- **Sound Judgment and Decision-making skills** when interacting with various levels in the organization.
- **Detail-oriented:** When ensuring the workplace is compliant with labor standards and when maintaining records regarding onboarding, employee records/files, payroll, grievances, performing background checks, reviewing candidate qualifications, off-boarding etc.,
- **Interpersonal skills:** For effectively interacting with new and active employees while conversing and connecting with people from various diverse backgrounds and experiences.
- **High degree of integrity, accountability, adaptability and corporate agility** to handle sensitive matters and manage and resolve conflict.
- **Strong organizational skills with high attention to detail and accuracy.**

- Ability to manage multiple priorities in a fast-paced environment.
- 

## **POSITION REQUIREMENTS/QUALIFICATIONS**

- Bachelor's degree (B.A. /B.S.) from four-year College or university; or equivalent combination of education and experience.
- Three or more years of Recruitment experience, with a strong preference for retail or high-volume hiring environments.
- HR experience a plus
- Proficient in Microsoft Word, Office, PowerPoint, and Excel
- Strong coordination skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy.
- Good judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Effective communications skills across all functions and levels of personnel.
- Works well in a fast-paced environment with demanding situations.
- Must be self-motivated, proactive and solution oriented.

If interested, please send cover letter and resume to [katelynn.ramos@birkenstock.com](mailto:katelynn.ramos@birkenstock.com). Subject line should list "Corporate & Retail Recruiting Specialist".

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.

