

Dayton Power & Light (www.dplinc.com)

HR Specialist (11-160) (Human Resources)

Dayton, Ohio

This job reports to the Manager of HR Program Management.

Relocation is not provided and travel is required occasionally.

This is a Full-Time position, working 1st Shift.

Number of Openings for this position: 1

Overview:

DPL Inc. (NYSE:DPL) is a regional energy company. DPL was named one of "Forbes' 100 Most Trustworthy Companies" for the second consecutive year in 2010.

DPL's principal subsidiaries include The Dayton Power and Light Company (DP&L); DPL Energy, LLC (DPLE); and DPL Energy Resources, Inc. (DPLER), which also does business as DP&L Energy. The Dayton Power and Light Company, a regulated electric utility, provides service to over 500,000 retail customers in West Central Ohio; DPLE engages in the operation of merchant peaking generation facilities; and DPLER is a competitive retail electric supplier in Ohio. DPL, through its subsidiaries, owns and operates approximately 3,800 megawatts of generation capacity, of which 2,800 megawatts are low cost coal-fired units and 1,000 megawatts are natural gas and diesel peaking units. Further information can be found at www.dplinc.com.

Under moderate supervision, recruits for professional, non-exempt and management positions within the company. Assists in maintaining accuracy and efficiency of recruiting process.

- Sources, screens, interviews and recommends candidates for all level of positions, including entry level, experienced, professional, non-exempt and management positions.
- Places employment ads in appropriate sources utilizing various media.
- Organize and attend local college career fairs.
- Acts as a liaison with employment agencies.
- Manage co-op/internship program
- Maintains records and reports concerning all phases of the recruitment process including EEO statistics
- Maintains effective relationships with business unit(s).
- Develop and maintain staffing plans in support of workforce planning
- Support onboarding of employees

- Foster relationship with recently hired employees
- Administrative related duties as related to recruiting function.
- Projects as assigned.
- Other duties as assigned.

Job Skills/Requirements:

- Bachelors degree in Business Required
- Professional Human Resource Certification desired
- Minimum of 3 years experience
- Ability to travel to all company locations (including overnight travel)
- Proficient knowledge in knowledge of employment laws and practices.
- Proficient knowledge in of employment market.
- Excellent interpersonal, oral/written communication and organization skills.
- Ability to pay high attention to details, organize and prioritize.

Additional Information/Benefits:

Medical, Dental, Vision Benefits start on first day of employment, and DP&L provides a contribution to cover all or part of the monthly premium cost. DP&L also offers tuition reimbursement, Employee Stock Ownership, flexible spending accounts.

Equal Opportunity Employer

*****To apply for this position, please visit www.dplinc.com/jobs. *****