

## JOB DESCRIPTION

### **Account Executive, Recruiting**

Are you accustomed to making \$100K annually? Do you have an entrepreneurial spirit? If you have a desire to determine your own income, then perhaps you will find a home here. This is a telephone intensive position that is responsible for:

- Candidate recruitment
- New business development via cold calls to high levels
- Managing new and existing business relationships

This is an environment for hard working, goal-oriented, top performers.

Largent Staffing is seeking an Account Executive with excellent communication skills, a strong work ethic, self-confidence and a high sense of urgency. This opportunity is ideal for a competitive individual with good leadership skills who is looking for a high visibility and impact position within a small firm.

Account Executive reports to the Office Manager and is primarily responsible for the following:

- Recruit, interview and place highly skilled professionals on a contract and contract-to-hire basis.
- Solidify Largent Staffing's presence in the local marketplace through consistent participation in networking organizations and events.
- Provide the highest quality customer service to both clients and candidates.
- Strategize with teammates to accomplish weekly business growth goals.

Largent Staffing provides training, tools and technology to assist the Account Executive in developing his/her business and maximizing income.

### **Education & Experience Requirements:**

- An associate's degree or higher from college or university
- 10+ years work experience – stable work history is required
- Ability to manage multiple projects concurrently
- Ability to work independently and be self-motivated using proficient planning, time management, and decision making skills
- Demonstrated ability to communicate effectively and professionally with associates and clients
- Ability to generate new ideas and manage them into reality
- Demonstrated ability to think and act strategically, with the ability to anticipate trends and assess consequences accurately
- Must have proficiency with various software programs including MS Outlook, MS Word, Internet Explorer and/or Firefox
- Should have strong desire to be a critical member of a team – high visibility, material contributor and leader
- Basic knowledge of HR personnel practices and principles is preferred, but not required

For more information, please send a copy of your resume to [info@largent-assoc.com](mailto:info@largent-assoc.com) .