

Researcher / Recruiting Coordinator

Largent Staffing is seeking a Researcher / Recruiting Coordinator with excellent communication skills, a strong work ethic, self-confidence and a high sense of urgency.

The Researcher / Recruiting Coordinator is NOT a full cycle recruiting role. The Researcher is solely responsible for sourcing qualified candidates in a high-volume, centralized recruiting environment. This individual will also have responsibility for tracking and measuring results of sourcing efforts and will work closely with the Account Executives and the Office Manager.

Principal Duties and Responsibilities:

- Provide the highest quality customer service to both clients and candidates
- Successful sourcing of candidates through a variety of on-line and telephone recruiting efforts
- Post approved job descriptions to company web site, designated job boards and professional networking sites
- Search company database for qualified candidates and contact via e-mail/phone/twitter to determine interest level
- Update and maintain candidate, client and industry contacts databases – ongoing
- Schedule interviews for Account Executives and with clients
- Identify and develop new sources for candidates and clients
- Advertising placement and co-management with the Office Manager
- Monitor industry publications and advise the Account Executive accordingly
- Develop, review and execute sourcing strategies in with the appropriate Account Executive
- Work to identify business opportunities within target industries
- Communicate with candidates regarding client feedback
- Track and measure results (source of candidates, response to ad(s), screened, interviewed, submitted to clients, interviewed by clients, etc.)
- Prepare a weekly summary status report of activities on assigned searches to be reviewed with the appropriate Account Executive then sent to the Office Manager and client contacts every Friday afternoon by 4PM.

Education & Experience Requirements:

- An associate's degree or higher from college or university
- 5 to 7 years work experience – stable work history is required
- Outbound call center experience is strongly preferred
- Above average internet search skills are necessary
- Ability to work on and 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 internal and external associates
- 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 applications programs including MS Outlook, MS Word, Internet Explorer and/or Firefox
- Should desire to be a critical member of a team – high visibility & material contributor
- Basic knowledge of HR personnel practices and principles is preferred, but not required
- Knowledge of all applicable labor laws, especially ADA and EEO

For more information please send a copy of your resume to info@largent-assoc.com .