



Corporate Recruiter

Company Name: Brooksource and Technical Youth

Headquarters Address:

8365 Keystone Crossing, Suite 104

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Job Title: Corporate Recruiter

Locations: Indianapolis, Detroit, Cincinnati, Columbus, Chicago, Louisville, Nashville, Philadelphia, Milwaukee, Charlotte, Denver, Atlanta and Hoboken

Job Description:

The Corporate Recruiter is responsible for finding quality candidates that will aid our clients in turnkey technical projects or full time positions. This position will consist of identifying candidates from various skills sets around the country, conducting phone and in-office interviews, attending various collegiate job fairs and networking events, managing current Brooksource consultants, and working with our Account Executive team to grow certain sales territories. Compensation is salary and commission, performance bonuses, health benefits, 401(k), etc.

Recruiting Process:

A: Locating the Right Candidate:

Utilizing internal and external databases, attending collegiate career fairs and other networking events to locate and identify potential candidates.

B: Screening:

Conducting internal office interviews, reference/background checks, and technical screens to ensure candidate meets our professional expectations.

C: Submittal/Interview Process:

Negotiating contract terms, preparing resume for submittal, coaching candidate for client interview, presenting/introducing candidate to client for their interview, and interview follow up.

D: Managing your Contractors/Consultants:

Each recruiter will be responsible for the contractors they place. This will include monthly lunches to help build contractor relations, hand delivering contractor checks on client site, following up on weekly hours worked and making sure they are submitted to payroll on-time.

Qualifications:

- Bachelor degree in Business or related field
- Detail oriented and task driven
- Highly self motivated, being able to work as part of a team and independently
- Excellent written and communication skills

Above all we are looking for leaders. Technology background is a plus but not necessary. We provide all of the training you will need to be successful. If you want to be part of a fast paced, high growth organization, Brooksource is a great place to begin your job search.