

SEARCH CONSULTANT

CSS ProSearch is seeking a Search Consultant, responsible for full life-cycle recruitment nationwide. Concentrate on Direct Hire only! One niche focus & pipeline! Pipeline! Pipeline! Base salary plus NO cap on commissions; be supported by a team of outstanding professionals who know how to be a real business partner. You just need to have fantastic time management, love the phone & manage expectations! Best business for real relationship builders!

REQUIREMENTS & EDUCATION

- BA degree required along with a minimum of 2-4 years of experience in either recruiting or sales
- Demonstrated ability to effectively prioritize work assignments while managing multiple priorities
- Excellent verbal & written communication skills
- Proven ability to effectively interact with all levels of individuals i.e., clients & candidates
- Proven customer service skills
- Proven self-starter

DUTIES & RESPONSIBILITIES

- Responsible for full life-cycle recruitment nationwide of Sales & Sales Leadership professionals within the Software & Healthcare verticals
- Discuss job orders with Account Managers in order to get clear picture of what the client is looking for & to formulate a recruiting strategy
- Recruitment through the following channels: LinkedIn, networking for referrals, cold calling & job postings.
- Maintain flexible schedule to accommodate candidates in all time zones for phone screens
- Schedule phone screens with candidates across the country to learn about their background & interests and to determine if there is a mutual fit for them & the client
- Identify & present opportunities to candidates based upon skill set, job requirement, geographic location, salary requirements & overall qualifications
- Present candidates to hiring managers by providing detailed bullets on interviews notes
- Coordinate phone & face-to-face interviews with clients & candidates
- Coach candidates throughout the entire process; prep for interviews, understand candidate's interest in the opportunities, pre-close candidates on the job throughout each step in the interview process
- Partner with Account Managers to help sell the clients on the candidate's experience
- Administer employee testing &/or reference checks per the client's request
- Act as intermediary between client & candidate to answer questions, concerns or assist in overcoming any objections
- Extend offers on behalf of client to candidates – responsibilities include presenting offers & negotiating terms of offer
- Maintain positive working relationship with all candidates & clients
- Enter candidate information into database & attach to job orders; update in system on a daily basis