

JUNIOR RECRUITER

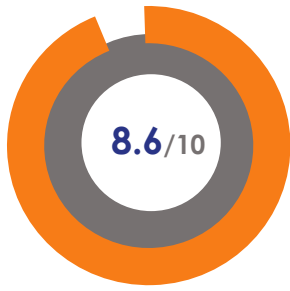
CSS ProSearch is seeking a Jr. Recruiter responsible for the identification, qualification, matching, advising and managing of candidates. The Jr. Recruiter will support the Recruiting Team in candidates sourcing, screening, interviewing & recommending candidates. The Sourcer will support the Recruiting Team in building solid, profitable relationships with candidates through the delivery of exceptional customer service characterized by mutual respect, understanding and trust.

REQUIREMENTS & EDUCATION

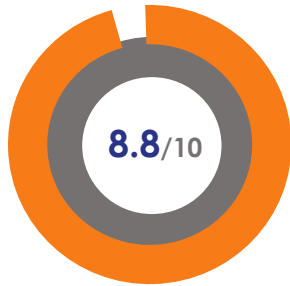
- Bachelors degree is required
- Demonstrated ability to effectively prioritize work assignments while managing multiple priorities.
- Excellent verbal & written communication skills
- Established ability to effectively interact with all levels of individuals i.e., customers & employees
- Proven customer service skills
- Established self-starter

DUTIES & RESPONSIBILITIES

- Review job requirements with Search Consultants & find candidates via LinkedIn, Career Builder, & other job boards.
- Send InMail messages or emails to candidates with an overview of the position.
- Participate in mentorship activities with Search Consultants, learning how to run phone screens, close candidates for resumes, & get them through the interview process.
- Demonstrate proficiency in running phone screens with Search Consultants, from discovery phase to relaying job opportunity information.
- Complete appropriate reference checks on candidates to ensure authenticity of stated skills & experience.
- Provide lead generation support by researching companies, gathering contact information, & sending to the Account Managers.
- Upload all company leads into Akken database.
- Manage online candidate submissions to job portals for certain clients.
- Create & send billing invoices for placed candidates to Accounting team.
- Work closely with Recruiters in activities directly related to candidate's quality assurance, lead generation & candidate satisfaction.

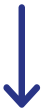


INTERNAL SUPPORT RANKING
CSS NET PROMOTER



**INTERNAL WOULD RECOMMEND
CSS TO A FRIEND**
CSS NET PROMOTER

CAREER PATHING



**BECOME A SR SEARCH
CONSULTANT**



**BECOME A SALES
MANAGER**



**BECOME MANAGER OR
TERRITORY MANAGER**

GROWTH EXPECTATIONS

- Between 12-18 months- promotion to a Search Consultant

METRICS

- 1st year- 20 placements

**CSS Perks: Full Health, Vision & Dental Insurance,
Purple Cow, Summer Outing, Presidents Club, Employee Engagement, Charity, Casual Dress,
Uncapped Commissions.**