

## Detailed Description

The Corporate Technical Recruiter will engage in recruiting activities to attract candidates in high-level technical roles for both internal and client (external) roles, including but not limited to active and passive recruiting techniques, building and maintaining a candidate pool and pipeline, and collaboration with the HR department.

### Roles and Responsibilities:

- Be able to qualify job requirements and specifications from multiple departments, including but not limited to executive leadership and hiring managers (external and internal) via qualification meetings and open communication with the hiring managers and HR.
- Recruit top talent via traditional and nontraditional recruiting avenues: Networking, database, job boards (paid and free), online social networks, referrals, and active searches.
- Perform cold calling and sourcing of passive candidates to recruit top technical talent.
- Analyze resumes to ensure proper candidates are sent to hiring manager for next steps.
- Screen and interview candidates per position.
- Ensure successful completion of onboarding process for all externally placed candidates, including but not limited to pre-employment, new hire paperwork, and first-day instruction, in collaboration with HR, accounting, and purchasing departments for initial setup.
- Attend customer meetings, when requested, to effectively sell Staffing Solutions services.
- Attend training seminars, conferences, and OEM events to continue career growth and education.
- Use recruiting tools, such as ATS system, to fill assigned orders and build and source candidate pool.

### Additional Duties:

- Attend weekly call with manager for status updates.
- Collaborate with HR team (e.g., recruitment strategies, best resources for posting and/or sourcing, and recruiting funds allocations)
- Other duties as assigned.

### Skills and Experience:

- Effectively use independent judgement.
- Build rapport with hiring managers to qualify requirements and recommend top talent.
- Have a general understanding of technical requirements, skills, and needs, such as network engineering, big data, project management, and executive leadership.
- Capable of bringing innovation to the recruiting role.
- Comfortable with and enjoys being on the phone for a majority of the day.
- Attention to detail is a must, to ensure processes are followed and accurate notes are kept.
- Proven success developing and resourcing from a candidate pool.
- A desire as well as having accomplished matching top talent to their ideal job.
- Experience working both contract and full-time jobs and 360 desk is a plus.



Minimum Qualifications/Technical and Education Requirements:

- Bachelor's degree preferred
- One to two years' experience recruiting in a corporate or agency setting
- Technical recruiting experience is preferred
- Previous experience with ATS and recruiting platforms (e.g., Taleo, Newton)
- Certifications preferred but not required

