

## Job Description – Staffing Manager

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### Detailed Description

To assist with offering staffing solutions to current and potential clients in order to assist with their staff augmentation needs. Building a steady flow of job order requisitions to fill which will include proposals to potential clients, active account management, and working with existing account managers to achieve business as well as sales goals. Engage in recruiting activities including but not limited to active and passive recruiting techniques, building and maintaining a candidate pool and pipeline, and assisting with filling high level internal roles as needed.

### Roles and Responsibilities:

- Lead, manage, and be accountable for the growth and development of the Staffing Services offering as it fits in the Netsync Portfolio.
- Provide guidance and leadership in areas of concern involving, State and Federal Employee Law, Labor Law, and all other related compliance actions.
- Maintain close interaction with the Sales team in all areas.
- Work closely with Sales and Sales Leadership to educate Netsync clients on the staffing offering and how it will benefit their group.
- Be able to qualify job requirements and specifications from multiple departments, including but not limited to Leadership and Hiring Managers (external and Internal) via qualification meetings and open communication.
- Provide and manage the metrics of the team to ensure the success of the practice. This includes division budget, recruiting and sales metrics, database metrics, etc.
- Recruit top talent via traditional and non-traditional recruiting avenues: Networking, database, job boards (paid and free), online social networks, referrals, and active searches.
- Ensure successful completion of onboarding process for all placed candidates; including but not limited to paperwork, first day instruction, etc. in collaboration with HR, accounting, and purchasing departments for initial set-up and pre-employ.

### Additional Duties:

- Attend weekly call with manager for status updates.
- There will be times where the individual will be expected to attend client sites alongside our Account Management team in order to engage in selling staff augmentation services; this will apply to all regions where Netsync offices are located.
- Other duties as assigned.

Skills and Experience:

- 3-5 years' experience leading a 360 Recruiting Desk where you have successfully sold and fulfilled positions of a technical nature.
- Experience working with Netsync portfolio of products such as: Cisco, EMC, HP, Dell, etc.
- Experience working closely with Hiring Managers, Sales, and Leadership individuals to qualify requirements and recommend top talent and solutions to all.
- Strong desire to develop and improve process, procedures, and policy to move the practice forward.
- A general understanding of technical requirements, skills and needs – such as Network Engineering, Big Data, Project Management, and Executive Leadership.
- Needs to be comfortable with and enjoy being on the phone for a majority of the day.
- An entrepreneurial spirit and a strong desire to grow a business from the ground floor.
- Attention to detail to ensure processes are followed and accurate notes are kept.
- A desire to match top talent to their ideal job.
- Successful experience working both contract and full time jobs.

Minimum Qualifications/Technical and Education Requirements:

- Bachelor's Degree preferred
- 3-5 years working or leading a 360 Recruiting Desk either in a staffing or in a corporate environment
- Technical Recruiting experience is preferred
- Previous experience with ATS's is required (i.e., Taleo, iCIMS, etc.)
- Certifications preferred but not required
- Some travel to other remote cities required for client meetings

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Employee Signature

Date