



Recruiter/Entry-level Sales Job Description

TEKsystems®, Inc. is the **nation's largest IT staffing firm** and has been **ranked #1 in the industry** by IT Services Business Report.

We have **100+ offices nationwide** and will find the location that works best for you!!

Successful Recruiters will have the opportunity to be promoted into the Sales/Account Manager role.

Identification Process:

- Utilize internal database to identify potential candidates
- Place job requirements on the Internet to increase available candidate pool
- Develop creative recruiting resources to attract qualified professionals interested in contract, contract to hire and direct placement employment
- Identify networking activities such as attending career fairs, professional association meetings, calling on technical schools and outplacement services

Hiring Process:

- Responsible for screening candidates to ensure their qualifications meet open positions
- Conduct skills testing, office interviews, reference checks and background investigations
- Present job opportunities to qualified candidates and negotiate contract terms
- Maintain excellent documentation with the company's on-line system as well as hard files within the Branch Office

Management Process:

- Prepare resumes for presentation to clients
- Coach candidates through the client interview process
- Build relationships with contract employees through different activities including weekly lunch meetings

Education/Background:

A Bachelors degree or relevant business experience is required for this position. Relevant experience could include having professional or internship experience in sales, recruiting, marketing, or customer service. The candidate should be PC literate in the Windows environment with specific knowledge of MS Word, Internet Explorer, and Outlook. The candidate should possess excellent written and oral communication skills as well as strong problem solving abilities.

Compensation:

You will receive a competitive base salary, commission, and an exceptional benefits package including a 401(k) company matched retirement savings plan, parental leave and vacation, personal & holiday pay. TEKsystems also offers the following employee benefits: medical, dental, prescription, vision, life & accident insurance, and short & long-term disability coverage.

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