

CLIENT OVERVIEW

The client is a professional services firm that works side by side with companies to help develop and deliver products that drive customer value and company results. From R&D to portfolio strategy, customer insights, marketing and sales strategy, operations and technology, the firm leverages its deep industry expertise and leading-edge analytics to create solutions that work in the real world.

CLIENT CORPORATE ENTERPRISE FUNCTIONS operate the firm's core internal functions. Global teams are team-oriented, pragmatic and results-driven people who thrive in a challenging work environment. Team members come from diverse backgrounds but share a passion for quality customer service and dedication.

HUMAN RESOURCES develops and executes successful recruiting programs, learning and expertise-development initiatives, strategic staffing assignments, effective reporting and analytics, performance management processes, and work-life benefits and operations.

ROLE DESCRIPTION

The firm is seeking a creative and energetic recruiting professional to join our team. Recruiters have responsibility for hiring talent across North America through creative sourcing, coordinating the resume review and interview process, and working collaboratively across offices with hiring managers and recruiters.

RESPONSIBILITIES

- Source, pre-screen and attract/close candidates for experienced hiring opportunities.
- Manage requisitions for experienced hiring.
- Forge relationship with hiring managers, plan and execute sourcing strategy, design interview process (if necessary), etc.
- Manage interview scheduling and logistics, including candidate evaluation.
- Collect feedback from internal stakeholders and new hires for process improvement.
- Maintain recruiting tracking databases for statistical analysis.
- Support other recruiting projects and initiatives.

QUALIFICATIONS

- BA/BS degree with strong academic background required.
- 1-3 years relevant recruiting experience, technology/software recruiting strongly preferred.
- Excellent organizational skills and an ability to multitask.
- Strong verbal and written communication skills.
- Attention to detail and commitment.
- Proven ability to work in a team environment.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint).
- Good sense of humor is appreciated.
- Fluency in English is required; additional fluency in at least one European or Asian language is desirable
- In order to maintain a safe workplace, you are required to have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination will be required. Religious/medical exemptions can be requested on a limited basis upon hire.