

ASSOCIATE RECRUITER JOB DESCRIPTION

Position Summary:

This is a high intensity learning position. The primary role is to source, screen, and build a workforce of skilled contract employees in support of the recruiting and sales teams. In doing so, the Associate Recruiter learns all aspects of our business with the expectation of being able to grow within our company.

Essential Functions:

Associate Recruiters will be required to perform all or a combination of the following essential functions as determined by business necessity:

- Fully understand the Davis Companies mix of business, core competencies, growth potential, and all economic business trends that can affect our market.
- Seeks, interviews, assesses, reference checks and places contract employees with direct support from other recruiters.
- Builds contract employee workforce through ads, career fairs, Internet relationships and other sources.
- Builds sales prospect pool through careful applicant G2's, Internet research, and networking.
- Meets all individual activity goals and productivity targets as defined by manager.
- Actively participates in all team meetings; actively shares ideas and concepts.
- Explores new recruiting sources, job boards, and forums to assist the recruiters in growing their candidate pools.
- Explores new prospects and business leads to assist the sales team grow their client pools.
- Participates in networking groups and other business and community programs to increase skill knowledge.
- Diligently pursues a broad and deep understanding of all aspects of your division, your core competencies/skill sets, and our company as a whole.
- Takes overall responsibility for personal growth, goal achievement and effectiveness in this position.
- Complies with established Quality Management System Policies and Procedures; verifies work for accuracy to ensure quality of output.

Non Essential Functions:

In addition to the essential functions listed above, the incumbent may be required to perform other non-essential functions. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Qualifications:

- Bachelors Degree required
- 1 year business experience, related internship experience or extracurricular experience preferred
- Must be outgoing and self-motivated with a strong desired to excel; must have personal drive
- Must have strong time-management skills and focus
- Must have excellent written and oral communication skills
- Must be highly proficient in Microsoft Office, the Internet and computer aptitude