

# RECRUITER JOB DESCRIPTION

## Position Summary:

The Lead Recruiter holds a leadership role within the Davis Companies. The Lead Recruiter is not only responsible for their own success, but has increased responsibility for the success of their team. The successful Lead Recruiter will have mastered the art of recruiting and be able to mentor the newer recruiters so that they too can achieve success.

## Essential Functions:

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

- Seeks, interviews, assesses, reference checks and places contract employees that completely satisfy the client requirements.
- 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.
- Takes personal responsibility for and meets all individual activity goals and Sr. Recruiter productivity targets as defined by manager and assists the rest of the recruiting team to reach their goals
- Actively participates in all team meetings; actively shares ideas and concepts.
- Communicates with clients regarding specific job orders, candidate submittals and other candidate matters (conference calls, etc...)
- Plays an active role in developing goals for new Recruiters through leadership and guidance.
- Ensures new Recruiters are knowledgeable on how to use and set up their databases (ensures database integrity)
- Continuously explores new recruiting sources, job boards, and forums to assist the recruiters in growing their candidate pools.
- Continuously explores new prospects and business leads to assist the sales team grow their client pools.
- Actively 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.
- Ensures all hiring paperwork is filled out thoroughly and all required screening protocols are completed including E-verify and I-9's for all new hires as well as, drug tests and background checks when required by the client.
- Adheres to and enforces all policies and procedures set forth by the Davis Companies and the Division
- Complies with established Quality Management System Policies and Procedures; verifies work for accuracy to ensure quality of output.

## Qualifications:

- Bachelors Degree required
- 3-4 years of recruiting experience
- Must be outgoing and self-motivated with a strong desired to excel; and the ability to lead others.
- Must have strong time-management skills and ability to multitask and maintain focus and discipline
- Must have excellent written and oral communication skills
- Must be highly proficient in Microsoft Office, the Internet and computer aptitude