



**Corporate Recruiter Position Description**

The Corporate Recruiter oversees recruitment activities and assists the recruiting division. This position requires an ability to develop relationships with a variety of people and represent the company in a positive and professional manner. The position serves as a liaison between the Recruiting department, the Hiring Managers, and potential new hires for the company. This person must have the drive to progress in their recruiting career and the ability to manage many tasks successfully at once!

**Essential Duties & Responsibilities**

**Recruiting**

- Maintains ALL ASPECTS of the full life cycle recruiting process from sourcing, recruiting, and interviewing to on-boarding.
- Utilizes job boards, social media, networking, internal referrals, and other sources to identify top sales talent for the organization.
- Ability to sell the benefits and opportunities that the organization has to offer a prospective commission-only sales representative; overcomes objections easily and SELLS the upside of the opportunity to the candidate.
- Must be able to effectively utilize social networking, current prospects, job boards, and internal referrals to increase lead generation.

**Knowledge, Skills, and Abilities**

- Advanced knowledge of suite of Microsoft Office products: Excel, Outlook, Word, Power Point
- Self-starter with the ability to work with minimal supervision.
- Flexibility and a “go-with-the-flow” attitude – priorities may change from day to day.
- Organized and focused individual with great oral and written communication skills.
- Strong interpersonal skills; friendly demeanor.

**Education & Experience**

- 1-2 years of recruiting experience preferred.
- RECRUITING EXPERIENCE in a SALES capacity is a plus.
- Strong communication, willingness to learn, and organizational skills are a MUST.
- Reliability, dependability, and multitasking skills required.
- Ability to work in a dynamic office setting in a diverse team with a consistently positive attitude.

**Compensation and Benefits**

- Base Salary + Commission
- Group Health, vision, and dental insurance plan with employer contribution
- 401(k) savings plan
- Paid time off, advancement potential, and an awesome working environment!

Email your resume AND interview availability to [aimee.apuan@payscapeadvisors.com](mailto:aimee.apuan@payscapeadvisors.com)

\*Submissions with typos will be promptly deleted! \* No phone calls please! \*