*Professional Placement Recruiter*

Responsibilities include, but are not limited to:

•            Effectively drive and manage the full life cycle recruiting process to attract top talent in a timely and cost effective manner.

•            Strategically source, identify, screen and refer quality applicants to hiring managers.

•            Focus on building relationships with hiring managers, create a strong level of trust, and effectively understand their business, team dynamics and business goals.

Requirements:

•            Bachelor’s Degree preferred

•            5+ years Exempt Recruiting experience

•            Proven experience recruiting positions at all levels

•            Demonstrated strong proactive recruiting, sourcing, interviewing, negotiating and networking skills.

•            Demonstrated experience partnering with business leaders and providing full life cycle recruiting for a variety of professionals including marketing, human resources, communications, technology, finance, and other business service groups

•            Must be professional and possess a high level of confidentiality.

•            Able to manage multiple recruitment plans, assignments, and implement strategy in a fast-paced environment

•            Able to work with others and communicate effectively to all levels including executive

•            Excellent interpersonal, written and verbal communication skills.

•            Detail oriented with strong organization skills.

•            Demonstrated flexibility, adaptability and ability to handle pressure

•            Advanced PC skills (at least 5 years) in MS World, Excel, PowerPoint, and Outlook

•            Internet, social media recruiting, LinkedIn Recruiter, data mining and CRM skills are mandatory.

•            Must be comfortable executing high daily call volume and have demonstrated success in the sourcing, matching, acquisition, and placement of exceptional talent on a permanent or transitional basis.

Salary plus commission plus benefits

Send resumes to Susan Hames: shames@ritastaffing.com

[www.ritastaffing.com](http://www.ritastaffing.com)