

## RECRUITER

We're a growing New York City based Language Company located in Times Square looking for an enthusiastic and energetic Recruitment Associate who is motivated to learn about attracting and securing qualified linguists for private and government opportunities. You are responsible for building a qualified pipeline of candidates to support client assignments. Additionally, you will work with the sales and contracts team on proposals and special assignments. This is a key position in the company that is responsible for attracting the best talent for our private and government contracts. Candidates must be organized, solution oriented, energetic, effective communicators, team oriented, and thrive in a fast-paced environment.

### DUTIES AND RESPONSIBILITIES:

- Develop and utilize a full range of potential routes to market and attract new linguist
- Responsible for creating and maintaining positive relationships with the linguist community through consistent outreach
- Utilizing various recruitment tools for job postings and managing applications and responses
- Establishing a strong candidate pipeline based on client needs
- Monitoring and negotiating rates with existing and new linguist
- Support in strategic and ad- hoc sourcing initiatives (Proactive Recruitment)
- Collaborate alongside Coordinator and Business Development team on special assignments
- Ensure all components of candidates file are completed and updated as per company policy

## REQUIREMENTS:

- Associates or Bachelor's degree is required
- Quick Learner- someone who is comfortable with technology and can pick up new processes quickly
- Problem Solver- with exceptional attention to detail and strong critical thinking skills
- Excellent Customer Service/Support- respond with solution oriented approach to all internal/external client requests
- Organized- ability to work through systematic without losing drive or focus and multi-task
- Excellent interpersonal skills- demonstrate a high level of relationship building with a customer focused approach
- Team Player- collaboration amongst all departments and share best practices
- Fantastic Communicator- both written, verbal and over the phone
- Strong work ethic- self-motivated and positive attitude
- Time Management- ability to meet deadlines
- Systems Proficiency- ability to use MS Office and comfortable with recruitment and social media sites
- Fast paced environment- comfortable to work under pressure with aggressive deadlines