

IT Recruiting Assistant

Job Description and Essential Job Function

Edgelink (www.edgelink.com)--- We are a premier IT Staffing company located in downtown Portland. So what is IT Staffing and why should you consider it as a profession? In a nutshell; we work with the best companies looking to hire or augment their team with very smart and talented individuals who specialize in the high tech industry. When they have such needs, they look to EdgeLink as a valued partner to assist them.

Starting off you don't need to be an expert in technology to be successful in our industry, however over time you will activity gain competency in it. IT Staffing is a highly competitive, sales oriented and exceptionally rewarding profession. Over the past couple of years EdgeLink has been listed as one of Portland's Top 100 Fastest Growing Private Companies and have been recognized as one of the Top 100 Places to Work in the state of Oregon several years in a row. We've accomplished this through hard work, continuous improvement and enjoying success as we focus on bettering the lives of the people and companies we touch.

If you are driven to succeed, have a high sense responsibility and are interested in a challenging career in staffing for the high tech industry, we would be interested in talking with you.

We are currently looking for a talented Recruiting Assistant to join our team. In this role you will gain valuable experience learning the recruiting process, including assisting with candidate recruiting and sourcing, order fulfillment, marketing and providing some administrative support. You will further develop your research and sales skills to ultimately prepare you for a profession in the Recruiting industry with EdgeLink.

Requirements:

- Bachelor's Degree
- Prior sales experience in some capacity (may also consider people with demonstrated excellence in customer relations/ or customer service)
- History of achievement that you can speak of (scholastic, athletic, prior work, etc...)
- Technical proficiency - strong with Microsoft Office applications, ability to learn new technologies is essential
- Strong writing skills
- Research savvy - especially Internet
- Excellent interpersonal communication skills (oral and written)
- Strong listening skills
- High sense of responsibility
- Excellent work ethic and positive attitude
- Technology understanding is plus but not required

We pay a base salary plus variable compensation, healthcare (Medical, Dental, Vision) and 401K

Apply to:

jointheteam@edgelink.com

EdgeLink, LLC

115 SW Ash Street, #321

Portland, Oregon 97204