



Technical Recruiter (Contract Services Team)

Job Description:

Be part of the hottest technical staffing firm in Portland!

EdgeLink is aggressively seeking a pro-active Technical Recruiter to build and maintain relationships with the highest caliber candidates in the technology industry. This is a fast pace position calling on energetic and effective communication traits. This position includes use of the telephone and internet, as well as provides customer service and candidate follow-up. Personable, outgoing individual with strong work ethic who enjoys working with a team to attain a common goal.

Responsibilities:

- Assist with building a pro-active pipeline of qualified candidates for the Recruiting Team, and will develop and execute tactical sourcing strategies aimed at generating candidate flow to meet overall recruiting goals
- Creatively designs and manages job postings for job openings
- Resume sourcing from internal database, internet job boards, employee referrals, and networking
- Proactively identifies top talent to fill open positions, matching skills to job requirements
- Conducts pre-screens, interviews, reference checks, candidate submittal, client interaction and continued candidate contact.
- Provide documentation in database as required

Key Attributes:

Building Relationships – Cultivates an active network of relationships inside and outside the organization. Relates well to candidates.

Ethics/Acting with Integrity – Demonstrates principled leadership and sound business ethics. Builds trust with others through credibility and keeping commitments. Shows consistency between personal and professional values.

Customer Service – Demonstrates high regard for customer service. Creates win/win solutions. Motivated to work well with others.

Requirements:

- Bachelor's Degree or equivalent experience
- Intermediate to expert-level Internet search capabilities
- Demonstrated ability to handle multiple tasks simultaneously and work in a fast-paced environment with focus on results
- Willingness to follow direction and systems
- Strong self-direction and attention to detail
- Excellent interpersonal and communication skills

Apply to:

jointheteam@edgelinek.com

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