

IT Technical Recruiter (Denver, CO) - Full-time position

EdgeLink (www.edgeline.com) is a premier Technology Recruiting/Staffing company with locations in Denver, CO (Denver Tech Center) and Portland, Oregon. We are currently expanding our presence in Denver and are actively hiring talented people who are excited about a progressive opportunity with an established company.

Technology Staffing is a highly competitive, sales oriented and exceptionally rewarding profession. We're passionate about it. Over the past few years EdgeLink has been listed as one of Oregon's Top 100 Fastest Growing Private Companies and been voted #3 on Oregon Business Magazine's Top 100 Places to Work. We've additionally been awarded "Best of Staffing" and are among the top 1% of all staffing firms to have received such an award for customer satisfaction. We've accomplished these things through hard work, continuous improvement and enjoying success as we focus on bettering the lives of the people and companies we touch. If you want to get to know us a bit, take a quick look at our company video <http://edgeline.com/video.html>.

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.

EdgeLink is aggressively looking for a talented Technical Recruiter to join our expanding team in Denver, CO.

Job Description/Essential Functions:

In this position you will be responsible for building and maintaining relationships with the highest caliber candidates in the technology industry. We are looking for someone who has solid experience with full lifecycle recruiting (sourcing, assessing and delivering technology candidates) in the Denver marketplace. This is a fast paced 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 develop and execute tactical sourcing strategies aimed at generating candidate flow to meet overall recruiting goals
- Creatively design and manage job postings for job openings
- Source resumes from internal database, internet job boards, employee referrals, and, social networks, networking events, trade shows, etc...

- Proactively identify passive and active talent to fill open positions, matching skills to job requirements
- Conducts pre-screens, interviews, reference checks, candidate submittals, client interaction and continued candidate contact
- Provide documentation in database as required

Key Attributes:

Building Relationships - Cultivate an active network of relationships inside and outside the organization. Relate well to candidates.

Ethics/Integrity - Demonstrate principled leadership and sound business ethics. Build trust with others through credibility and keeping commitments. Show consistency between personal and professional values.

Customer Service - Demonstrate high regard for customer service. Create win/win solutions, motivated to work well with others.

Results oriented

Requirements:

- Bachelor's Degree or equivalent experience
- 2-3 years minimum Technical Recruiting experience
- 1-2 years of previous sales 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
- Previous experience working within high caliber teams
- Strong self-direction and attention to detail
- Excellent communication skills - written and verbal

Compensation:

We pay a base salary plus commissions, healthcare (Medical, Dental, Vision) and 401K, vacation and paid holidays.

EdgeLink is an Equal Employment Opportunity Employer and values the strength diversity brings to the workplace.