

Base Pay: \$30,000 - \$35,000 /Year
Employee Type: Full-Time
Industry: Employment - Recruiting - Staffing
Manages Others: Yes
Job Type: Human Resources, Admin – Clerical, General Business
Education: High School
Experience: At least 3 year(s)
Relocation Covered: No
Post Date: 2/22/2011
Contact Information
Contact: Ricky Dennis rdennis@texasmgmt.com

Description

Recruiter

Qualified candidates will have a minimum of 1 year in the staffing industry handling recruiting, screening and placement preferably in the light industrial and clerical areas. Candidates must have strong computer and organizational skills as well as very strong customer service skills. This position will coordinate staffing and oversee daily operations of a growing office in the San Antonio area. The recruiter will maintain a professional communication with our clients and ensure that all positions are filled and all client needs are handled on a daily basis.

Duties will include but are not limited to: Recruiting, Screening, Placement, Counseling, Reporting, Client interfacing, Staff management, etc.

TMD offers a full benefit package including: medical, dental, vision, life, etc.

Salary range: 30K to 35K DOE, Candidates need to be flexible to working Mon-Fri, 7am to 5pm with additional hours as needed.

Requirements Recruiting

Candidate screening
Candidate selection
MS Word and Excel
Customer Service