StaffSource Technology is seeking a Recruiter in the Nashville area to join our dynamic team! The Recruiter will be working alongside our Business Development Manager to recruit Technical positions in the Nashville and surrounding areas. This individual will be responsible for achieving staffing objectives by recruiting and evaluating job candidates, advising managers, account management and client relations.

Recruiter Job Duties:

* Source resumes via job boards (Dice, CareerBuilder, Monster, Indeed, LinkedIn, etc.)
* Screen resumes, interview candidates (via phone, Zoom, or in person), administer appropriate assessments, reference/background checking and deliver employment offers
* Manage applications/resumes files in the Applicant Tracking System (ATS)
* Use traditional and non-traditional resources to identify and attract quality of candidates such as career fairs, on-line job fairs, community network events, etc.
* Build relationships with candidates and develop talent networks as you grow in the role
* The recruiter position promotes into the Account Manager role, where you will be recruiting primarily, but also managing relationships and coordination with existing accounts

Job Requirements:

* Bachelor’s degree is preferred
* 0-2 years of previous experience or strong internship
* Exceptional communication, organizational and problem-solving skills
* Sales, fund-raising, customer service experience a huge plus!

Skills/Qualifications: Phone Skills, Recruiting, Interviewing Skills, People Skills, Supports Diversity, Employment Law, Results Driven, Professionalism, Organization, Project Management, Judgment, Accountability,

Candidates interested in this position, please send your resume to [jbindner@staffsource.com](mailto:jbindner@staffsource.com)

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