



Position: Recruiting Sourcer

EDI Specialists has been a leader in the eCommerce service arena since 1994. We are a nationwide company and our portfolio of offerings includes EC/EDI staffing, consulting, contract mapping, outsourcing and training. As our company expands into new territories and offerings we are seeking to expand our sales team in Raynham, MA. We are looking for high-energy, independent professionals with a desire to succeed.

Responsibilities

- Work with our team of Recruiters to locate and qualify both active and passive candidates for our client's open positions.
- Source active candidates from on-line databases, contact lists, internal databases and employee referrals.
- Screen candidates for availability, interest level, visa status, salary range, relocation needs and basic qualifications.
- Research best practices to enhance our talent outreach efforts.
- Work with Marketing to test and review new avenues to locate candidates.

Requirements:

Previous staffing and/ or recruiting experience is preferred; however the main requirement is a strong work ethic, sense of commitment and a desire to succeed. The traits that the ideal candidate would possess include:

- Ability to establish new and strengthen existing relationships with candidates.
- Must be able to work on multiple positions with a diverse hiring criteria.
- Previous experience in phone sales.
- Ability to maintain priorities while working independently in an ever changing environment.
- Customer service communication and maintain a network of candidates.
- Understanding of Microsoft Office and the Internet.
- Exceptional written and verbal communication skills and organizational skills required.
- Finally, one must be able to follow a game plan to fruition.

The compensation for the aforementioned full-time position includes a base salary, plus commission, and benefits (401k, medical and dental).

If this overview fits your criteria, please send your resume to EDIrecruit@EDISpecialists.com

For more details, call 800-821-4644

Learn more about EDI Specialists, Inc. at www.EDISpecialists.com

EDI Specialists, Inc. is an equal opportunity employer.

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