

Recruiter Job Description

Are you interested in working in an exciting, fast-paced career where a high level of integrity is demanded and you will be called upon to “make a difference” in the lives of others? JBL Resources cultivates an environment of healthy competition amongst its recruiting team with various incentives for members who not only perform well but also are willing to go above and beyond.

As a Recruiter at JBL Resources you will work closely with an Account Director using the “JBL Best Practices Recruitment System” to perform effective Top Talent Services and provide exceptional Client Service to help them find their “*Missing Peace*”. Your primary role will be to place talent for their calling.

The JBL Resources Recruiter responsibilities include:

- Target recruiting for top talent by engaging in sourcing activities including, but not limited to: market research via online recruiting resources (i.e. job boards), identifying candidate sources, recruiting calls, cold calling, and networking events.
- Qualifying candidates by pre-screening, analysis, and conducting interviews to ensure a “good match”.
- Performing detailed reference checks on candidates to ensure accuracy in stated experience and skills.
- Preparing and debriefing candidates. Providing coaching and advice throughout the interview processes with clients including client business strategy and setting expectations. Providing advice and preparation for counteroffers and job transition.
- Analyzing client requirements by conferring with the Account Directors to ensure appropriateness of skills, experience, knowledge and cultural fit with client hiring needs.
- Presenting offers of employment to candidates and negotiating compensation packages.
- Maintaining open, complete and accurate communication with the JBL Team and the candidates.
- Develop and maintain authentic valued relationships to create a union that goes beyond the current assignments and yields success, results, honesty and integrity.
- Ensuring candidate satisfaction by follow-up activities after placement.
- Maintain accurate and well-ordered documentation.

REAL PEOPLE, REAL TALENT, REAL MATTERS™



JBL RESOURCES
THE MISSING PEACE

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