



# PROFESSIONAL RECRUITER

We are seeking Professional Recruiters with one or more years of experience who are self-driven, enthusiastic and passionate about the industry to join our Recruitment Team. In this role, you will source, identify and screen candidates for non-IT roles, primarily for finance & accounting, marketing/creative, human resources and clerical. The clients that you are working with are high-volume, highly transactional clients. Being a recruiter at Swoon entails much more than just connecting with and placing talent. Your goal is to bring real value to each applicant you work with.

## IN THIS ROLE YOU WILL:

- Execute the full life cycle of recruiting, ensuring the candidate and client experiences are met with exceptional service
- Develop candidate pipelines across a diverse requisition load and generate rapid results in a fast-paced environment
- Conduct candidate searches utilizing online tools, resume databases, direct industry research, networking events and more
- Fully leverage technology for superb candidate relationship management, utilizing lead tracking and process flow development to discover and sustain leads, referrals, and other prospects
- Tell a compelling and consistent message to candidates that aligns with the company brand and values
- Conduct in-depth screens and assess potential candidates for level of interest, technical skills, qualifications and compensation expectations
- Convert hard to find, passive talent through an understanding of the business and employee value proposition
- Discuss and focus on continuous improvement through regular meetings and conversations with peers and management team

## THE IDEAL CANDIDATE WILL BE:

- Self-motivated, passionate and hungry to make a significant impact
- 1+ years of professional recruiting experience
- Excellent at negotiating and closing deals
- Competitive and Resilient – there are good days and bad days, you've got to pick yourself up often
- Knowledgeable in the staffing industry with VMS and Professional level recruiting experience strongly preferred

## BENEFITS:

- Employer paid Medical, Dental and Vision Insurance (Individual PPO through Aetna)
- 4 weeks paid vacation + sick days
- Matching 401K after 1 year
- Cell phone allowance
- Onsite gym membership available (Chicago)
- Pre-Tax commuter benefits
- Numerous recognition incentives available throughout the year

Contact [careers@swoonstaffing.com](mailto:careers@swoonstaffing.com) to apply and visit our website to learn more: [www.swoonstaffing.com](http://www.swoonstaffing.com)