



# SOURCER

## PROFESSIONAL & TECHNICAL SERVICES

As a sourcer with Swoon Professional Services your role is to source, identify, and screen candidates for technical and professional opportunities primarily focused on IT, financial, banking, marketing and human resource roles for a few of our largest clients. The clients that you are working with are high volume, highly transactional VMS clients. This position requires someone who is motivated, coachable, professional, and who demonstrates strong communication skills.

### IN THIS ROLE YOU WILL:

- Perform candidate sourcing and research activities through the development and execution of full-life cycle recruiting and sourcing strategies: ensuring the candidate, and client experiences are met with exceptional service delivery.
- Develop robust candidate pipelines across a diverse requisition load and generate rapid results in a fast-paced environment.
- Provide input for advising and influencing around talent pools, market intelligence and general talent demographics to enable our recruiting, sales and clients to be best informed.
- Conducting searches within online tools, resume databases, direct sourcing, industry research, networking events, blogs, associations and career events.
- Fully leverage technology for superb candidate relationship management utilizing, lead tracking, and process flow development to discover and sustain cold/warm leads, hot leads, referrals, and other potential prospects.
- Use Social Media as a sourcing and branding tool to include but not limited to: LinkedIn, Twitter, Tumblr and diversity-oriented sites and blogs.
- Tell a compelling and consistent message to candidates that align with the company brand and values
- Conduct in-depth screens and assess potential candidates for level of interest, technical skills, qualifications, compensation and convert hard to find passive talent through an understanding of the business and employee value proposition.

### THE IDEAL CANDIDATE WILL POSSESS:

- Entry Level **\*NO DEGREE REQUIRED\***
- Excellent verbal and written communication skills
- Positive self-starter able to work successfully within a team
- Strong attention to detail and commitment to quality
- Ability to thrive in a fast-changing, dynamic environment
- Basic Microsoft Office skills (Word & Excel)
- Discuss and focus on continuous improvement through regular meetings and conversations with peers and management team
- Participate in ad hoc projects as necessary

### WHY SWOON?

Swoon is a career hub that's unlike any other; a place where the focus is on the people first and the placement second. We live by our mantra "Listen. Place. Care." To us, it is essential that we listen to our clients' and candidates' needs and put in the legwork to make sure that our placements are always a perfect match.

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