



RECRUITER I

Swoon, a growing technical & professional recruitment firm, has career* opportunities to join our [award-winning](#) team in Chicago! 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 combined with a rewarding opportunity to earn uncapped commission along the way! Sound exciting? Read on:

We are seeking super competitive, money-motivated, driven, entry-level candidates to begin their career with us. No recruiting or sales experience needed; we provide training!

* Swoon prefers to start and accelerate careers, this is not “just another job opportunity.”

WHAT ATTRIBUTES MAKE A SWOONER SUCCESSFUL? THE IDEAL CANDIDATE WILL BE:

- Self-motivated, money-motivated, an achiever, a goal setter, “hungry” to succeed
- Competitive and Resilient: there are good days and bad days, you’ve got to pick yourself up often
- Self-educator: having the ability to learn quickly and stay educated is critical in the staffing industry
- Professional in behavior, professional in communication, and professional in your approach
- Add* to the “Swoon Culture”: we have a diverse, honest, transparent, and hard-working crew

* We look to add to our culture, not have others fit into it.

WHAT IS RECRUITING? IN THIS ROLE YOU WILL:

- Collaborate with internal sales team members to understand our clients’ requirements and liaise with them throughout the process in order to fill job orders (trading information on clients and candidates; preparing candidates for interviews; setting clients’ expectations, assisting with onboarding tasks, etc.).
IRL*: The Swoon sales team works with our clients to obtain job openings; Recruiters will identify candidates, and both teams collaborate to place the best-fitting candidates in the highest-priority positions. Listening, teamwork, and persistence will accelerate your success!
- Identify candidates, conduct thorough screenings, assess candidate skills & interest, coordinate interviews, and make job offers – i.e. you will be on the phone. A lot!
IRL: You will be on the phone throughout your week calling active and passive candidates, learning about their job search and skillset. Professional communicators, resilient, and driven people usually find success.
- Building your professional brand is a must in our industry! Candidates want to feel confident in the person helping them find their next position and/or making their next major life decision. Utilizing our internal tools and social media will make your work-life easier.
IRL: Recruiters must be engaged heavily with professional social media platforms, follow industry leaders, read industry information & contribute/share related content, attend & host networking events help engage your network. Diligent time management combined with passion for your career & development allows individuals to succeed here!

* IRL= In Real Life

PERKS:

- Employer paid Medical, Dental and Vision insurance premiums
- 4 weeks’ Vacation + Paid Parental Leave
- Matching 401K after 1st service year
- Anniversary Recognition/Gift Program
- Pre-Tax Commuter Program (reduces public transportation and/or parking costs)
- Numerous recognition incentives available throughout the year + President’s Club (incentivized annual trip)

Contact careers@swoonstaffing.com to apply and visit our website to learn more: www.swoonstaffing.com