



Express Employment Professionals in Taunton, MA is looking for a full-time **Recruiter / Employment Specialist** to join our rapidly growing team. If you are energetic and people-oriented, have strong communication skills, can multi-task in a fast-paced environment, and would get excited about helping people find jobs, then this position is for you. We offer an upbeat work environment with potential for upward mobility.

Hours: Monday thru Friday / 8:00am-5:00pm

Pay Rate: \$20-\$22 per hour plus commission and bonuses

Daily Responsibilities:

- Conduct in-person interviews with prospective associates, assess their skills, and evaluate qualifications
- Use proprietary software to record information and search desired skill sets to match open positions
- Market associates' skills to existing and prospective client company hiring managers
- Follow established protocol for managing and documenting frequently updated information
- Communicate with associates and hiring managers to accurately schedule interviews
- Compose associate start letters for all new assignments
- Manage associates' performance in conjunction with client company supervisors
- Assist associates with the electronic onboarding process
- Assist with required background testing including drug screens and criminal database searches

Skills Required:

- Quick learner with the ability to multi-task with constantly changing information
- Excellent written and verbal communication skills
- Strong sales and interpersonal skills, both in person and over the phone
- Strong computer skills: PC environment, MS Word/Excel, ability to quickly learn proprietary/online database software
- Bilingual (Spanish) strongly preferred

Send resumes to susan.mcnamara@expresspros.com

Our location:
Express Employment Professionals
705 Myles Standish Blvd
Taunton, MA 02780

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