



Express Employment Professionals in Taunton, MA is looking for a full-time **Operations Manager / Senior Recruiter** to oversee day-to-day activities on-site in a busy, fast-paced staffing office. Will lead and manage the office, supervise recruiting staff, act as client liaison, develop new business, and problem-solve daily issues, as well as assist with recruiting efforts as needed. Must be energetic and people-oriented, with prior experience in operations, office and personnel management. Sales/recruiting experience and bilingual (Spanish) a plus.

Hours: Full time Monday thru Friday / 8:00am - 6:00pm

Pay Rate: \$75,000 - \$90,000 annually

Daily Responsibilities:

- Ensure smooth, efficient day-to-day operation of office, and open and close each business day
- Supervise and advise staff to support recruiting efforts, and increase office and team effectiveness through daily communication and motivation
- Maintain and grow company through proactive business development
- Manage client relations and tactfully de-escalate difficult situations
- Monitor established systems to ensure information is accurately recorded and updated
- Actively ensure that all qualified job orders are filled
- Assist with recruiting activities as needed, including sourcing and interviewing associates; communicating with associates and hiring managers; conducting onboarding efforts such as background testing, drug screens and paperwork; marketing associates' skills to existing and prospective client company hiring managers; and following up on daily tasks and correspondence
- Conduct business according to applicable Federal and State Legal Guidelines

Skills Required:

- Minimum 2 years experience with operations management
- Detail oriented with ability to remember and track changing information
- Strong multi-tasking and problem-solving skills
- Excellent written and verbal communication
- Comfortable working in a sales environment and able to meet assigned targets
- Strong computer skills: MS Office, ability to quickly learn proprietary/online database software
- Must be eligible to work in the US without sponsorship
- Prior staffing/recruiting experience preferred
- Bilingual (Spanish) a plus
- Compensation includes 401k and bonuses

Send resumes to susan.mcnamara@expresspros.com

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

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