

# THE ROLE OF THE RECRUITER



At Aerotek Inc., our diverse recruiting and sales team is the backbone of our organization. That's why each year we hire the best and brightest candidates to join our talented team of recruiters.

As a recruiter, you are responsible for all steps associated with identifying, interviewing and presenting qualified candidates for contract and permanent positions. You will work closely with an account manager to fulfill open positions as requested by Aerotek's clients. By living and breathing their industry, you will become skilled in providing recruiting and staffing services that meet our clients' unique needs. Our recruiters strive to uphold Aerotek's mission of bringing great people and great organizations together.

## JOB REQUIREMENTS OF A RECRUITER INCLUDE:

- Bachelor's degree
- Prior internship/work experience in sales, marketing or customer service
- Computer literate in Windows, including MS Office
- Excellent written and oral communication skills
- Strong problem solving abilities

## PRIMARY RESPONSIBILITIES OF A RECRUITER INCLUDE:

### Identification:

- Utilize internal database to identify potential candidates
- Develop creative recruiting tactics to attract candidates
- Identify and attend events at career fairs and professional associations to network with potential candidates

### Hiring Process:

- Screen candidates to ensure their qualifications meet the position requirements
- Conduct personal interview, skills testing, reference checks and background investigations
- Present job opportunities to qualified candidates and negotiate contract terms
- Complete new hire paperwork and document the new hire in Aerotek's personnel management system

### Management Process:

- Assist in preparing resumes for clients to review
- Coach candidates through the client interview process
- Meet contractors on the first day of their assignment at the client site
- Build relationships with contract employees through weekly meetings
- Manage and supervise current contract, contract-to-hire and direct placement employees

**"AEROTEK OFFERS THE OPPORTUNITY FOR PROFESSIONAL GROWTH, EXTENSIVE TRAINING AND AN ENVIRONMENT THAT ENCOURAGES EMPLOYEES TO ASK QUESTIONS AND ACCEPT POSITIVE CRITICISM TO BETTER THEIR CAREER."**

- AEROTEK RECRUITER