Express Employment Professionals

Title: Marketing/HR Specialist

Location: 140 Littleton Road Parsippany NJ

Job Type: Full-Time (Entry-Level)

Compensation Type: Salary Wage: $35,000 - $45,000 DOE

Start Date: 5/15/2017

Job Description: Express is a local Human Resource Consulting Firm. We are seeking someone with excellent Customer Service Skills and is outgoing. This is a great opportunity to make an impact in your community while making money!

As a Marketing/ HR Specialist, you will learn about local businesses and their hiring needs, and help them to find new employees. This position is a combination of Customer Service, Recruiting and Sales.

If you are looking for an environment that offers room for growth, additional training, and access to the best industry resources available, you should work for us. Competitive Base Salary, Awesome Commission Structure, Medical Benefits, 401K w/ matching, Mileage Reimbursement, Cell Phone Reimbursement.

Primary Responsibilities:

- Interview Job Seekers and Match to job openings
- Inside connections with local companies
- Perform screening on new hires including reference checks, drug screening and background checks
- Visit local businesses to find out job openings and sell candidate
- Basic data entry and ability to perform market research using Internet
- Find New Customers!
- Find Job Seekers!

Qualifications:

- Outgoing, friendly, and professional attitude
- Customer service or sales experience is helpful
- Understanding of common business practices and procedures
- Knowledge of Microsoft Office- typing and data entry ability
- Ability to talk on the phone and call internal and external customers
- Reliable transportation
- Ability to visit local companies and interact with various individuals on a daily basis
- Strong Desire to succeed
- Bachelor’s degree

Application Instructions: To apply via e-mail, send resume to Michael.nolfo@expresspros.com. To apply via phone, call 973-316-4885 and ask for Mike.