Express Employment Professionals

**Title:** Recruiter/Staffing Consultant

**Location:** 140 Littleton Road- Parsippany, NJ 07054

**Job Type:** Full-Time

**Compensation Type:** Salary  
**Starting Wage:** $35,000 + Commission

**Start Date:** 5/16/2016

**Job Description:**

As a Staffing Consultant, you will help connect job seekers with available jobs, supervise small teams of employees, qualify applications and schedule interviewing appointments.

The main goal of the Staffing Consultant is to put people into jobs, meet client needs, and network within the community in a sales capacity. Posting job ads online and on social media sites is a common activity. This job is a combination of Human Resources, Sales/Marketing and Administrative duties.

If you are looking for a fun, fast-paced job with a base salary PLUS commission opportunity, this is it!

In this position, you will be matching candidates with jobs in companies throughout Northern NJ. Hours are Mon-Friday 8am-5pm.

**Primary Responsibilities:**

- Calling/communicating with local companies to discuss job seekers qualifications
- Candidate recruiting and attending Job Fairs
- Scheduling interviews and screening applicants
- Processing applicant paperwork
- Conducting phone and face to face interviews
- Recruiting and placement of administrative positions
- Company research
- Skill marketing candidates to local companies

**Qualifications:**

- Customer service, human resource or inside sales experience required
- Outgoing, friendly, and professional attitude
- Experience calling on businesses
- Ability to multitask and manage deadlines
- 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 interact with various individuals on a daily basis
• Strong desire to succeed
• Team player who will also be an individual contributor
• Ability to adapt to change and growth
• Strong communication skills both written and verbal
• Bachelor’s degree

If the following describes you, then apply today!

Personable, determined, and driven to make a difference. You’re the type who can see beyond a problem, responding to situations in crafty ways, putting a positive and professional spin on any situation.

Multitasking and professionalism are natural habits. Your ideal work environment is team-centered, competitive, and a place where you get rewarded for your efforts.

Helping people motivates you. You see the potential in every person and situation, responding to situations while considering others first.

You are comfortable in an office environment, expect professional results, and desire to solve problems. You are driven by a fast pace and change.

Your friends would describe you as social and say helping the community is important to you.

Application Instructions:

Interested? E-mail resume and cover letter to Michael.nolfo@expresspros.com.

About the Organization: Since 1995, Express Employment Professionals of Northern NJ has been helping people find work. We currently have an opening for a Staffing Consultant/Recruiter in the Parsippany and Oakland NJ offices. Join our team and help put one million people to work annually! Express is ranked the #1 Staffing Company in NJ by NJBIZ Magazine in 2015.