Vision Recruiters

**Title:** Talent Sourcer & Web Researcher

**Location:** 1055 Parsippany Blvd, Parsippany, NJ

**Job Type:** Part-Time

**Compensation Type:** Hourly

**Start Date:** ASAP

**Job Description:** Vision Recruiters is an Information Technology and Software recruiting and staffing firm that has been in business for 10 years. We are seeking a motivated individual that will help manage our talent sourcing, internet research, and data entry efforts.

**Primary Responsibilities:**

- Search LinkedIn and contact candidates for our open job orders
- Conduct web searches, including but not limited to Google
- Become proficient in the use of our Applicant Tracking software
- Manage job postings, email campaigns, and respond to candidate inquiries
- Respond and follow-up with candidates via email, phone and LinkedIn
- Perform data entry and database maintenance

**Qualifications:**

- Proficient in use the use of LinkedIn, Google (search engines) and Social Media
- Ability to conduct Boolean searches and form search strings a big plus
- Ability to enter information quickly into our database (data entry)
- Comfortable speaking on the phone with candidates
- Computer literate, Microsoft office, Word, Outlook
- Strong written and verbal communication skills
- Fast worker, punctual, dependable, motivated, and goal oriented
- Associates or Bachelor’s Degree, or pursuing degree

**Application Instructions:** Submit resume to careers@visrec.com.