

Recruiter

If you're ambitious, disciplined, entrepreneurial, and enjoy contributing to a growing organization, this is for you! At Virtual Office Team, we hire professionals to work in our Emerging Human Resources and Staffing Firm.

As a Virtual Office Team Recruiter, you will leverage your proven recruiting background and your extensive network of accounting and finance professionals to identify key talent. Additionally, you will source candidates through our existing database, contacts, and advertising campaigns as well as your own direct recruiting practices. You will be sourcing Accountants, Accounting Managers, Controllers, Financial Analyst and Support Staff. You will manage the recruitment process based on changing priorities and client needs, conduct phone screens and meet with candidates to evaluate their skills and understand their job preferences, and contact peers and supervisors to determine a candidate's suitability to work with Virtual Office Team, as well as clients. As a member of our team, you will receive a competitive salary, bonus opportunities, medical, dental and vision benefits, and paid time off. In addition, we offer strong career advancement and growth opportunities.

Requirements:

A successful track-record of recruiting and a plus if prior specific experience for Accounting and Finance professionals including: sourcing, interviewing, and placing candidates.
Demonstrated experience managing staffing needs for a high growth company.
Previous experience as a recruiter and sourcer and has used recruiting tools such as candidate tracking systems as well as social media to source top talent.
Solid network of relevant candidates and contract recruiters, and efficient methods of tracking them.
Experience with relevant social media, conferences, events and recruiting channels.
Strong written and verbal communication skills with no hesitation of cold calling, social media, networking, and seeking referrals to bring in top talent.
Must be highly detail orientated and create great client contact logs.
Experience or background in accounting, although not required, is preferred.

You must be a good judge of people, have great interpersonal skills, be highly disciplined and be able to ask the tough questions.

Provide a copy of your PDF cover letter and resume along with your salary requirements to careers@virtualofficeteam.co