



**adelub**  
metropolitan washington

## **Job Bank Form**

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### **THE BOSS GROUP**

**Job Title: Recruiting / Sales Coordinator**

#### **Position Location**

Bethesda, MD

#### **Position Type**

Full-time

#### **Position Reports to**

Branch Manager

#### **Position Description**

- Provide general office & administrative support including answering phones, formatting correspondence, managing daily candidate flow, maintaining files, managing schedules, making travel arrangements, etc
- Speak to prospective talent about our application and hiring process
- Act as the point person for all applicants including assisting with online application, scheduling interviews, greeting applicants and administering new hire paperwork
- Proactively resolve timesheet issues and track billable consultant hours
- Interact directly with clients to make quality control calls and ensure top level of service is consistently provided
- Work with Recruiters and Account Managers to ensure all necessary talent information is supplied to clients during the candidate submission process
- Support the sales management process; prepare marketing materials, confirm client visits, ensure consistent follow up with clients on active orders
- Generate client leads and candidate leads through proactive Internet research on job boards, social media sites and other sources, as well as through applicant employment reference checks
- Perform front line research calls including cold calls and dissection of prospects
- Assist with the contract management process including entering contract terms in database and ensuring compliance with all contract guidelines
- Maintains internal database to ensure proper documentation for clients and consultants.
- Provides event support for webinars, company and industry events

#### **Qualifications**

- A Bachelor degree in Business, Marketing, Communications, Human Resources or related field



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of study

- One year or more of related experience is required
- A polished professional demeanor and friendly personable disposition
- Excellent communication skills coupled with ability to manage details
- A strong work ethic with a desire to succeed
- Accountable and reliable with the ability to thrive in a fast paced, deadline driven environment
- Experience working in the staffing industry is a big plus
- Interest and experience working in the staffing, creative and/or proposal industries a plus.

### **Other**

(e.g., clearance, citizenship, travel etc.)

### **How to Apply**

To apply, please go to the following link or send resume and cover letter to  
k.brim@thebossgroup.com

[http://careers.thebossgroup.com/job\\_search.htm?-token.corralexec=job\\_details&-token.job\\_id=10032](http://careers.thebossgroup.com/job_search.htm?-token.corralexec=job_details&-token.job_id=10032)

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