

Position: Technical Recruiter
Reports To: Branch Manager / Recruiting Manager

About Us:

Synerfac is an industry-leading and growing recruitment company focused on providing opportunities. We provide technical staffing services and help businesses grow by solving their biggest recruitment challenges.

- For our clients – we provide staffing services that enable them to focus on their core competencies which will add value to their businesses.
- For our employees – we provide permanent and temporary assignments that complement their job skills and experience while providing professional and financial rewards.
- For our staff – we provide careers that are balanced, uplifting and carry the highest rewards by continually improving our business process.

Primary Duties & Responsibilities:

- Selecting qualified candidates through screening resumes, cold calling, and sending emails
- Collaborating with sales managers to identify and draft accurate job descriptions and hiring criteria
- Presenting qualified candidates to the sales team for our clients
- Scheduling interviews and overseeing the preparation of interview questions and other hiring materials
- Collaborating with the hiring manager and/or other human resource staff during the offer process to identify and recommend salary ranges, incentives, start dates, and other pertinent details to customers

Qualifications:

- Bachelor's Degree
- Customer Service experience preferred
- Competitive Spirit
- Proactive & coachable
- Resilience & problem-solving skills
- High attention to detail

Projected Earnings:

- Year 1: 45k – 55k
- Year 2: 50k – 75k
- Year 3: 70k – 100k

Benefits:

- Base salary + uncapped earning potential
- Performance-based incentives
- Continuous education & ongoing training
- Dental, health & 401(k)
- PTO & paid holidays
- Summer half-day Fridays every other week

Schedule:

- Monday to Friday
 - 8am - 5pm

Work Location: In person, on-site 5 days a week