

INTERACTIVE RECRUITING COORDINATOR ROLE [Hours 8:30-5:30]

Under the supervision of a Director of Account Management the Interactive Recruiting Coordinator will research, source, and maintain a high volume of talent contact with the interactive market through phone screening & recruiting interactive talent that meet the our market's needs. Using various search and research tools the Coordinator will on a daily basis review external job boards and an internal database to be the interactive talent outreach coordinator responsible for growing our interactive talent pool and increasing our fill % ratio. Through helping with the organization of talent functions and networking events, assisting the Account Management team with scheduling 2+ interviews a week for each Account Manager (18+ a week) and responsible for interactive talent management this role will lead our interactive recruitment initiatives.

Interactive Recruiting Coordinator Goals

- Increase market interviews in the interactive segment 0.5%.
- Impact the increase Market fill %
- Consistently maintain a high volume of interactive talent pipeline by phone screening and scheduling interactive talent a week for the Account Management team. 18+ a week for the team.
- Research new user groups and recruiting methodology to target high-level interactive talent.
- Talent Management: Responsible for maintaining a running list of all available Hot Talent in the interactive segment so that at any given time team is aware of the # of interactive talent who are available and who have recently interviewed.

Recruiting Responsibilities

- Research and Source all major job types in the Interactive segment.
- Under the direction of the Account Management team phone screen talent and set up assessments/interviews for Agent Team.
- Meet with Account Managers on a weekly basis for direction and feedback of recruited talent.

Tracking

- Review Monthly Talent Stats Report which tracks:
 - Number of Talent brought in
 - Talent Placement Percentage
 - Segments of Talent brought in
 - Talent Screened
- Review report weekly and goal is to increase talent brought in and placed in the interactive segment.

Recruitment Activities

- Recruit for general interactive segments based on the direction of the market needs and Agent requests.
- Proactively partner with Agents to obtain feedback on the level of talent brought in.
- Phone screen a high volume of talent and set up assessments/interviews for Agent team.
- Meet with Agent team in agent meeting to understand Agents business and their recruitment needs.
- Obtains and seeks referrals, initiates talent communication weekly, and uses job blasting as a tool for talent outreach.

Additional Support

Provide additional support as needed on a timely and consistent basis, including but not limited to sitting with agents to get feedback & follow up, helping Agents make sure everything's in our database, contacting talent to reactivate & keep in touch, and various special projects to improve our overall business impact and efficiency.

Skills Needed

Top Skills of Successful Recruiting Coordinator

- Exceptional communication skills, written and verbal
- Creative problem-solving skills
- Outstanding organizational skills and memory for details
- Ability to match skills and fit for Interview jobs of all types
- Strong hands-on technical skills in web-based and other databases, including complex Boolean searching, Microsoft Excel/Word
- Natural networking ability-Candidate will be fearless when seeking and asking for great referrals.

Experience Required

- Recruiting Coordinator = 1-2 years of Staffing Coordination or Recruitment Coordination in a corporate or staffing environment
- Experience with and knowledge of the Interactive Industry; could be hands-on technical experience, interactive recruiting, internal experience in an interactive agency or department, and/or strong online networking experience
- Knowledge of interactive skills and technologies

Resumes should be sent to jthahar@aquent.com