



## Talent Specialist Job Description

As a Consultis Talent Specialist, it will be your job to build our business by pursuing every opportunity to present our company as an amazing employer. You will be our connection to outstanding technical professionals. To ensure we have a strong pipeline, you will spend substantial time on the phone matching a candidate to the client's needs and requirements through sourcing, interviewing, qualifying, submitting and placing candidates in roles that will meet their own career needs as well as those of our client companies.

Specific #ConsultisFISH responsibilities include:

- ▶ Keep our candidate pipeline full by recruiting, evaluating, matching, submitting, placing, reactivating and retaining great IT candidates.
- ▶ Promote our job opportunities in a way that stands out from the crowd, leveraging internet job ads and postings, emails, job fairs, trade shows, referral programs and other recruiting tools to attract excellent candidates on a continual basis, staying within applicable branch recruiting/strategic plan budgets.
- ▶ Continually interview and evaluate applicants—on-site and/or via phone and web—to identify those that would serve as the best ambassadors for Consultis.
- ▶ Actively match and market top candidates to Business Development Representatives so they can, in turn, market them to client companies to increase our placement ratio.
- ▶ Support the team as needed with job order entries and updates in the database, as well as client phone and in-person contact.
- ▶ Maintain accurate and timely records in our company database to ensure we are ready to jump on fulfillment of every qualified job order.
- ▶ Negotiate wages, terms and conditions of employment with candidates, both full-time and contract, so as to meet client needs, maintain strong consultant relations and meet target gross margins.
- ▶ Ensure all agreements and contracts are consistently executed and fully utilized.
- ▶ Complete thorough reference checks for each submittal, capitalizing on every opportunity for lead generation.
- ▶ Ensure both clients and consultants are happy during engagements by providing the appropriate supervision to consultants, conducting both weekly performance checks and health checks.
- ▶ Maintain and retain complete consultant files within labor law standards.
- ▶ Actively leverage a network/user group base to promote the Consultis brand, gain market share and enhance our reputation.
- ▶ Continually maintain an understanding of the industry and skill sets served, including trends and new developments.
- ▶ Meet or exceed targeted goals, while accurately and regularly reporting on the key results and activities that contribute to those goals.

*"Consultis provides industry-leading tools and techniques to ensure your success as a recruiter... and rewards your efforts with one of the best compensation plans in the business. Management fosters an environment that breeds creativity and your ideas are definitely appreciated. I'm very proud to be a part of Team Consultis!"*



**Patrick D.** Technical Recruit