

Bishop Ranch: Job Opening Form

Company

Reaction Search International

Position

Project Coordinator

Company Contact

Robert Boroff, Managing Director

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925-275-0727 Ext. 201

Job Type

Full Time

Job Description

Reaction Search International (RSI) is one of the nation's leading executive recruiting firms. Recently recognized as one of the 50 Fastest Private Growing Companies by the East Bay Business Times, RSI has experienced 100% revenue growth for the past 8 years. With a strong presence within the national and international marketplaces, RSI is looking to expand our executive recruitment team at our Headquarters in the Bay Area.

Job Description:

- * Assist Senior Project Directors in servicing current/future clients
- * Perform reference checks
- * Manage the day-to-day recruitment service: advise on salary/grading, brief candidates on their roles within organizations and arrange interviews, administer appropriate assessment tools to support candidate selection
- * Provide support for customer-serving aspects of employment from beginning to end
- * Learn the unique elements of every company's culture to help identify candidates who can thrive in those environments
- * Create written candidate communications on behalf of the interview team (i.e. candidate follow-up on application process, background checks, offer letters, candidate invitations, travel, etc.)
- * Help screen candidates
- * Create and maintain job postings on external job boards

Required Qualifications

- * Strong computer skills, proficient in MS Office (Word, Excel, Outlook and PowerPoint), efficient Internet sourcing experience
- * Possess superior telephone, communication, and writing skills

- * Ability to deal with confidential information/maintain discretion
- * Strong interpersonal, collaboration, and organizational skills
- * Ability to consistently and positively contribute to an evolving work environment
- * Goal orientated with excellent problem solving skills
- * Sense of humor is a non-negotiable requirement

Additional Information

If you possess the above qualifications and are looking to work in a fast-paced, sales-oriented environment with industry leaders, submit your resume with a cover letter via email to: Kim Martine at kimm@reactionsearchinternational.com