

Recruiter & Senior Recruiter

Downtown Portland, Competitive Base + Great Commission

This position involves fearlessly contacting and gathering information from candidates and clients in order to accomplish specific search objectives resulting in the best career match for the individual and the company.

Why become a recruiter with *On-Site Financial*?

- Our approach is different. We've established a culture in which individuals work as a team, and help each other fill orders with the resources they've each gathered. All participants are financially rewarded for teamwork.
- We are not a large, big-box company, so you have the advantage of less red tape and more freedom.
- Our compensation plan is top-notch, with a great base and unlimited earning potential.
- We are a learning organization where team members are continuously training, developing and growing.
- We are on the Best Companies to Work for list for 2001, 2005, and 2006.

Job Responsibilities

- Evaluate applicants by discussing job requirements and applicant qualifications with managers; interview applicants on consistent set of qualifications.
- Determine applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arrange management interviews by coordinating schedules.
- Participate in business development activities with new and existing clients
- Display a strong confidence level in dealing with high-end candidates and their particular career needs.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Improve organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Perform in a manner that generally supports our Mission, Core Values, and Objectives.
- Consistently expand the breadth and depth of our database of accounting and finance professionals through proactive networking or in conjunction with an open position; (Search efforts will be primarily focused on senior-level positions for clients in the large, mid-size, and emerging growth company markets.).

Required Skills and Experience

- 1+ years of successfully acquiring and placing strong candidates in Executive direct-hire positions, strongly desired
- Zero call reluctance for contacting and gathering information from financial professionals;
- Ability to work on multiple searches and initiatives simultaneously
- Ability to create and maintain strong relationships with mid and senior-level executives
- Ability to work well in a team environment
- Strong written and verbal communication skills to negotiate a win-win resolution
- Strong computer competency for written communications and database maintenance
- Results driven
- Self-starter
- B.S. or B.A. degree
- Accounting or Finance industry experience is strongly preferred
- Frequent and prolonged use of the telephone and computer is expected.

Benefits:

On-Site Financial offers a very competitive base plus commission for the full desk recruiting positions, so earning potential is unlimited. In addition to this, OSF offers:

- Paid parking
- Paid time off (accrued time and holiday pay)
- 100% paid excellent medical, dental, and vision coverage
- Flexible spending account
- Gym and cell phone subsidies
- Work/life balance
- Continuing education and association memberships are encouraged and frequently paid for by OSF