

Sample Job Description:

Entry-Level Sales

The CML Company, a leading provider of recruiting and staffing services, is currently seeking motivated, career-oriented individuals to join our recruiting team.

Our recruiters work with our clients and inside sales team identifying, screening, interviewing, and presenting qualified candidates for contract and permanent positions.

CML promotes from within. Entry-level sales staff start as recruiters. Once they master that role and have a desire to become a member of our sales team, they can be considered for promotion.

Qualified Candidates for the Recruiter Position Will

- Develop recruiting strategies designed to identify qualified candidates through various recruiting tools.
- Evaluate candidates' strengths compared with clients' requirements by evaluating, screening, and interviewing the candidate.
- Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements.
- Complete necessary pre-employment processes, including reference and background checks and drug tests.
- Work with account executives to identify top accounts, client skill sets, and key market segments, and to assess clients' staffing requirements.
- Communicate effectively with others to create a productive team environment.
- Communicate with peers by sharing recruiting best practices and providing accurate, thorough documentation on contract employees in our applicant-tracking system or by using other documentation tools.
- Maintain relationships with industry contacts to provide customer service, gain industry knowledge, and get referrals and sales leads.

Qualified Candidates for the Recruiter Position Must

- Have a bachelor's degree or related sales or recruiting experience
- Be available to work before and after typical office hours as work may demand
- Possess strong written and oral English communication skills
- Be familiar with Microsoft Word and MS Outlook (or similar e-mail applications)
- Have work experience in a service-oriented business
- Have a desire to learn and advance in a fast-paced sales environment, and be capable of regularly using
- good judgment and discretion to accomplish goals and work requirements

- Be currently authorized to work in the United States for any employer

Requirements:

1. Bachelor's degree
2. Able to work flexible, long hours
3. Strong written and verbal communication skills
4. Computer literate
5. Desire to learn in a fast-paced sales environment
6. Good judgment
7. Discretion
8. Currently authorized to work in the United States