

Recruiter

Join TRC Talent Solutions as a Recruiter and shape the future of talent acquisition. Founded in 1980 and with 40+ years of experience, TRC is a trusted leader in strategic staffing and workforce solutions. Drive business growth through innovative strategies and technology, while building strong client relationships. Take advantage of professional development opportunities in this dynamic role. Don't miss your chance to make a significant impact with TRC Talent Solutions!

About Us:

TRC employs only the top Recruiters in the industry and provides them with all the up-to-date technology that you need to find the right person for the right job. We pride ourselves in going the extra mile to get the job done and make our clients happy – that's just part of the reason we have received the Best of Staffing award for the last *12 years in a row*. Apply today and find out if you might fit into our award-winning team.

What You'll Get:

- Competitive Base Salary
- Monthly bonus plan (you are in control)
- Training and Mentorship
- Great work environment
- Major medical/dental, 401k, Vacation and Holiday pay
- Fitness Reimbursement, Education assistance and more!

What We Want:

- 1+ years recruiting experience preferred
- High energy, self-motivated and a hunger to succeed
- Willing to go the extra mile to get the job done
- Zealous for serving and taking care of the customer
- Professional Presentation Skills
- Motivated by personal success & money!

About the Opportunity:

Responsible for the overall sourcing and selection of qualified candidates to meet our client's needs. Our goal is to provide both our Talent and our Clients with best-in-class service delivery, quality and respect.

- Constantly recruit and maintain a sufficient supply of applicants to quickly respond to client needs.
- Phone screen, test, in-person interview, and provide orientation to qualified applicants.
- Initiate the employment verification/reference checks for applicants.
- Ensure compliance with all hiring processes including WOTC, E-Verify and appropriate background checks on every candidate employed by TRC are completed before placement. Maintain proper documentation in ATS.
- Assist with onboarding of new hires using client specific guidelines.
- Promptly process the payroll of the staffing employees as required by company policy.
- Maintain reporting of the operation's activity on a weekly basis and provide this information to the Recruiting Manager.
- Quickly and accurately handle inbound candidate, employee and client calls, emails or request for information.