

## RECRUITING CONSULTANT

### POSITION DESCRIPTION

**Position Location:** Milwaukee, WI  
**Reporting Relationship:** Client Services Director

#### Company Description:

Novo Group, Inc. knows that the best organizations are powered by talent. We bring our top talent to help companies find theirs. We start with clients who understand the power that great employees have to grow their businesses and we connect them to the best candidates. Because every client is unique, our solutions vary but the results never do. Regardless of whether we are providing individual recruiting support, fully outsourced recruiting or outplacement, we deliver expertise, flexibility and the best value for our client's dollar. To do this, we match accomplished candidates with employers who appreciate their talent and experience. We treat every candidate with respect, communicating every step of the way to make the experience as rewarding as possible. We make this happen because we come together as a team, emphasizing hard work, integrity and communication with each other and our clients. In turn, we grow while energized by a workplace that celebrates our contributions and the success of our clients and candidates.

#### Novo Noble Purpose:

People are an organization's #1 competitive advantage. Novo lives out its passion of positively impacting our community by enhancing careers of the people in them. Novo finds, recruits, and transforms talent to empower both candidates and clients to win!

#### Position Summary:

This Recruiting Consultant is responsible for executing the recruiting strategy for internal Novo talent acquisition efforts. This includes everything from being involved in supporting research, coordinating recruitment efforts, running full cycle recruiting and closing candidates. The Recruiting Consultant will focus on internal positions for Novo and will maintain a pipeline of candidates.

#### What Makes this a Great Opportunity:

- All employees are enabled to effect change
- Work with a sense of autonomy while in a team environment
- Novo is a fun, fast paced environment – new challenges every day
- Be led by industry experts
- Work for a firm that believes in treating its clients and candidates with honesty and integrity

#### Essential Responsibilities:

Responsibilities will include, but not be limited to:

- Support and manage single or multiple searches
- Participate in discussions with the Client Services Leadership team and Managing Directors (Sales) to define scope and objectives of projects
- Work closely with the Client Services team to fulfill recruiting needs both independently and as part of teams
- Develop and implement account strategies which result in strong client relationships
- Conduct weekly status meetings with your client(s) and Client Services team
- Complete administrative tasks (metrics reporting, communications, coordination, etc) as needed

**Travel Responsibilities:**

- Travel is negligible (unless on-site for projects, then a daily commutable distance)

**Success Criteria:**

Your success will be measured based on:

- Productivity and direct contributions to recruitment results
- Adaptability
- Attitude and approach to work
- Work ethic and dedication to job
- Team work
- Communication skills
- Quality of Candidates
- Overall Client satisfaction

**Basic Qualifications:**

- 2+ years of recruiting experience in a fast-paced working environment

**Experience Requirements:**

- Passion for recruiting
- Entrepreneurial spirit: willingness to do “whatever it takes” to achieve desired results
- Commitment to professionalism and ethics; respect for every candidate and the confidentiality imbedded in the business
- Motivated by providing unique recruiting services to clients and candidates
- Interpersonal skills - ability to interface easily with a diverse group of people
- Intuitive and creative problem solver with the ability to assess individual skills and background
- Strong communication skills: interviewing, listening and persuasion skills
- Ability to take initiative and meet or exceed tight timelines, attention to detail important

**Educational Requirements:**

- Bachelor’s Degree highly preferred

**Benefits (for Full time employees):**

- Health, Dental and Vision offered
- Paid time off
- 401(k)
- Flexible Spending Account
- Health Saving Account option
- Supplemental Life/AD&D, Short-Term Disability & Long-Term Disability

**Location:**

- Preference given to candidate residing commutable distance of 25 miles of Novo Office zip code or client site

*Novo Group, Inc. is an equal opportunity employer and recruitment services provider and does not unlawfully discriminate against any applicant or candidate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other class protected by federal or state law.*