

Executive Professional Search Senior Recruiter

Position Description

Company Description:

The Novo Group 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.

Position Summary:

The Executive Professional Search Recruiting Consultant (EPS) is responsible for executing the recruiting strategy for Novo EPS clients – including but not limited to search kickoff and project scope to the management and closing of candidates. There will be a heavy focus on timely candidate identification and time to present candidates to clients. He or she will work with the EPS Client Services Director (CSD), Research team and Operations team in setting up projects, manage and work with Associate Recruiting Consultants and work with and/or report to CSD of EPS practice to effectively research, pipeline and recruit talent for Novo EPS clients, to add value and bring in revenue while building a positive image of Novo in the marketplace.

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
- Be aligned to a practice that focuses on speed and high touch focus

Essential Responsibilities:

Responsibilities and skills required to succeed will include, but not be limited to:

Recruiting Skills

- Setting Recruitment Strategy / Planning
- Manage client expectations for recruitment outcomes
- Explain tools and techniques used across all recruitment operations for successful search outcomes
- Lead scoping sessions and identify sourcing/recruiting strategies

- Set and drive recruitment strategies across the full recruiting lifecycle as a sole contributor or as part of a team
- Define and set weekly targets needed to achieve project success and manage self to meet those targets
- Screening Candidates
- Advise clients on use of job criteria for hiring success, based on experience
- Gain insight into labor trends and conditions that may impact the success of the project
- Develop and execute behavioral based interview questions to be used during a search
- Gather all necessary data and pertinent background information in order to do a thorough presentation of candidate(s) to client
- Target List / Name Generation – Strategy and Tactics
- Develop and lead target list strategy with client
- Source candidates using some advanced name generation techniques, including reaching out to contacts by phone for networking purposes
- Sourcing Strategies/Tactics
- Source passive candidates via networking and leveraging referrals
- Utilize different cold calling techniques, customized to the project need
- Selling Opportunities to Candidates
- Assist in developing “client story” and candidate opportunity benefits
- Present the value proposition and establish credibility before “selling” to candidates
- Generate significant interest from passive candidates as well as generating referrals from everyone for which the consultant comes into contact
- Candidate Management and Coaching
- Recruit mid through executive level positions
- Candidate Closing
- Understand candidate motivations throughout the recruiting lifecycle to begin the “closing” process from first contact
- Coach candidates through managing counter-offers
- Drive negotiations between candidate and client
- Confidently deliver compensation information and be able to secure agreement from both client and candidate
- Work with clients and recruiting team to develop behavioral interview questions for mid-level and technical positions and can effectively interpret responses
- Incorporate and leverage behavioral interviewing on all searches
- Employment Law
- Experienced as needed with critical aspects of employment law and can advise other team members or direct them to the correct resources

Business Acumen

- Client Management
- Provide excellent service to both external and internal clients
- Effectively present and sell candidates to client
- Proactively seek ways to improve service to customers.
- Identify critical customer requirements and suggests ways to address them
- Consistently communicate recruitment efforts to all stakeholders verbally, in writing and/or via presentation

- Communicate with others at all levels in clear, concise terms whether verbal or written – including concise reporting
- Work Planning
- Provide input and direction when scoping client projects and proposals to ensure successful delivery and expectation management
- Develop and include appropriate contingency plans
- Time Management
- Minimize unnecessary disruptions
- Perform day-to-day admin tasks in a timely manner
- Distribute project status materials well in advance of scheduled client meetings
- Prepare and stick to agendas in order to start meetings on time and efficiently conduct
- Follow Up
- Follow through on all commitments (candidate, client, Novo team)
- Keep client and candidate well-informed of status, changes or other important information
- Accountability
- Habitually fulfill commitments and be counted on to consistently deliver results
- Accept responsibility for both positive and negative results
- Take corrective action where necessary
- Communicate status of projects/activities regularly to all vested parties

Tolerance for Pressure

- Identify and suggest ways to improve stressful situations
- Perform consistently, or sometimes better, under pressure
- Demonstrate ability to learn from high pressure situations and adopts those insights into future situations
- Results Orientation
- Work assignments are typically completed ahead of schedule and go beyond basic requirements
- Identify and correct problems that could lead to missed deadlines or insufficient results for client
- Candidate/client relationships are always approached in a consultative manner
- Partners with other members of Novo team/locations for the “big picture” of Novo success

Travel Responsibilities:

- Travel is negligible (unless on-site for client kickoffs, closing or as needed)

Success Criteria:

Your success will be measured based on:

- Goal Achievement
- Productivity and direct contributions to recruitment results
- Adaptability, attitude and approach to work
- Work ethic and dedication to job
- Team work
- Communication skills
- Meeting deadlines & Organization / Time management
- Quality of Data, Candidates and Relationships

Basic Qualifications:

- Minimum 5 years recruitment or business acumen or combination of both
- Passion for recruiting
- Proven senior level relationship management and development skills
- The gravitas and ability to consult, influence, and advise at senior executive levels
- Industry specific experience (and number of years) dependent on initial project scope

Experience Requirements:

- Passion for recruiting business; ability to embrace the client relationship-based marketing concept to guide decisions and actions
- Entrepreneurial spirit: willingness to do “whatever it takes” to achieve desired results
- Commitment to professionalism and ethics; respect for every candidate and the confidentiality 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
- Resourceful and flexible thinker
- Strong communication skills: interviewing, listening and persuasion skills – credible persona
- Ability to take initiative and meet or exceed tight timelines, attention to detail important
- Decisive personality - Ability to set priorities and take action

Educational Requirements:

- Bachelor’s Degree highly preferred

Compensation:

- Full time salaried plus bonus

Benefits (for Full time employees):

- Health, Dental and Vision offered
- Paid time off
- 401(k)
- Flexible spending
- Life/AD&D, Short-Term Disability & Long-Term Disability are available but not provided by Novo

Location:

- Complete relocation package IS NOT available
- 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.