

LEAD RECRUITER

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:

As a Lead Recruiter, you'll be responsible for directly leading recruitment projects with Novo clients, managing the client service level relationship directly which includes research and/or recruitment team management of those projects, while also developing and executing the full talent acquisition lifecycle on assigned searches. The Lead Recruiter partners closely with Novo's Client Service Leaders, learning all aspects of managing a client relationships, including but not limited to understanding our P&L and people and overall project management. The Lead Recruiter is the liaison between Novo clients and the recruiting and/or research team, while also concurrently recruit on projects for which they lead. The Lead Recruiter lives out Novo's Core Values of Connected, Collaborative and Client Champion, while being a face of both Novo and our clients in the marketplace

What Makes this a Great Opportunity:

- Novo fosters and environment of success based on contribution - people are recognized and rewarded for the work they accomplish
- Everyone is encouraged to effect change – and new ideas can be implemented quickly without red tape
- Novo is in growth mode – with a unique, stable and proven model
- Due to Novo's five Practice Offering model our employees can get significant hands on experience in a variety of industries, client environments and types of projects
- Opportunity to grow in your career under the leadership of a Client Services Director

Essential Responsibilities:

Responsibilities will include, but not be limited to:

- Recruit and manage teams simultaneously
- Directly diffuse any objections or conflicts with clients, and manage candidate objections
- Directly manage a team and be a strong team player with a willingness to be hands on supporting your team
- Work closely with leadership team to lead all recruiting and/or research consultants to consistently improve on deliverables to clients
- Recruit on increasingly complex positions and/or highly market competitive roles. Possess the ability to develop and execute a behavioral based interview process and other creative interview approaches to meet the unique needs of highly market competitive skills
- Manage multiple clients and multiple searches in varying functions/industries simultaneously and develop highly functional knowledge and understanding of diverse roles
- Proactively take necessary actions to consistently improve skills needed to be successful in our industry
- Possess an entrepreneurial spirit, willing to do whatever it takes to achieve goals for Novo and clients; support and encourage colleagues in doing so
- Ability to solve problems and deliver solutions and market intelligence to clients

Travel Responsibilities:

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

Success Criteria:

Your success will be measured based on:

- Understanding and adhering to Novo's Operational process; holding your team accountable to do the same
- Ability to work with all levels and types of clients; always striving to exceed their expectations
- Achieving an 80% or better on all Client Champion Surveys
- Willingness and ability to foster and grow client relationships
- Leading by example

Basic Qualifications:

- Prior full-lifecycle recruitment experience, including proven success in recruiting individuals in management and director levels roles; likely attained with 5+ years in a full-cycle professional recruitment role and at least 1 year experience leading management level searches

Experience Requirements:

- Passion for recruiting
- Demonstrated leadership ability – through direct or indirect leadership/management responsibility. Ability to manage multiple projects simultaneously, leading projects and a team in some cases without direct expert knowledge.
- Ability to take initiative and meet or exceed tight timelines, attention to detail important
- 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

For further information, contact:
Abbie Timmerman, Client Services Director
abbietimmerman@thenovogroup.com

- An eye for continual improvement and learning, raises ideas, questions and best practice recommendations of self and team
- Proven ability to quickly build relationships with candidates, clients, direct reports and colleagues
- Thrives in a fast paced; can quickly shift priorities with little/no advanced planning, and address colleague questions in the midst of own work – including ability to timely address the people management aspects of the Lead Recruiter role, which are usually unplanned
- Passion for impacting the careers of the people in our communities
- 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 in business, communications, psychology or related field highly desired

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.

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