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Diversant, LLC is a premier national IT Staffing and Payroll Service Solutions provider. We deliver a unique, highly efficient, industry-proven team approach to Information Technology staffing solutions. Our cross platform support and expertise includes all phases of the applications development life cycle, web solutions, network operations, help desk, server / desktop support and project management.

We are currently seeking **ENTRY LEVEL SOURCING SPECIALISTS** to join our team. This is a part time position ranging from 15-35 hours per week. Local candidates preferred. Call center environment.

Location: Red Bank NJ

Hours: Flexible between normal business operating hours 8:30 to 6

Pay: Hourly

The Sourcing Specialist is responsible for identifying candidates, conducting status update calls, and maintaining/updating information for our internal database to assist Recruiters in their daily tasks.

On a daily basis this individual will be responsible for the following:

- Updating candidate contact information in our internal database
- Conducting calls continuously throughout the day to obtain candidate info
- Answering emails and phone calls from candidates
- Grouping candidates into category's based on skill set, location, etc.
- Discussing possible candidates with recruiters
- Interacting with recruiters to identify which positions to source for

Requirements:

- Basic computer, data entry and email skills required
- Candidate should be familiar with Microsoft Word
- Communication and basic phone skills
- Candidates currently pursuing a computer science, business or human resource degree would be a plus, although not necessary
- Any knowledge of information technology terms is also a plus
- Previous call center experience a plus but not required

For more information about this position, please contact

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