



331 Newman Springs Road
Building 3, 2nd Floor, Suite 350
Red Bank, NJ 07701
Phone: 732.222.1250
www.diversant.com

DIVERSANT is the largest African-American owned IT staffing and solutions firm in the U.S. We are a fully-certified Minority Business Enterprise (MBE) provider, dedicated to the promotion of diversity in the supply chain and throughout the workplace. Equally important to us is our commitment to providing the highest level of service to all our clients, consultants, and partners.

We leverage a proven team approach to deliver highly-effective Information Technology staffing solutions and diversity initiatives. Our cross platform support and expertise includes all phases of the applications development life cycle as well as web solutions, network operations, Help Desk, server / desktop support and project management.

We are currently seeking experienced Technical Recruiters to join our Red Bank NJ location.

The technical recruiter is primarily responsible for the development and growth of his/her billable consultant base by achieving assigned quota. These responsibilities include, but are not limited to the following:

- Source, evaluate, and screen candidates for potential job orders
- Use applicant tracking database, Internet recruiting databases, networking and advertising to identify qualified candidates
- Conduct cold calls and in-person interviews to identify new candidates
- Submit qualified candidates to open job requirements
- Coordinate interviews with in-house technical specialists, sales staff, and clients.
- Negotiate with candidates, extend offers, negotiate compensation, facilitate the placement of candidates and solicit referrals of other top talent in the area
- Develop and maintain inventory of qualified candidates for assigned territory or skill sets.
- Maintain candidate records and metrics (candidate communication, submittals, and interviews) in the applicant tracking system.

Required Skills:

- Knowledge of full, lifecycle recruiting, preferably within information technology
- A proven track record of accomplishments demonstrating ability to source candidates, establish relationships, negotiation skills, and customer service skills.
- Excellent time management and organizational skills, and excellent verbal and written communication skills.
- Knowledge of Microsoft Office Suite and experience with Internet recruiting tools is a must. (ATS) Applicant tracking systems experience is a plus.
- Bachelor's degree preferred.

For more information about this position, please contact

Deborah Margl

Service Delivery Manager

732.759.6052

dmargl@diversant.com