

Archer & Associates

Senior Technical Recruiter/Consultant

30-40 hours/week – contract position

Archer & Associates specializes in focused recruiting strategy, consulting, and implementation services that are customized for each company or candidate. We are a boutique firm that provides full-cycle recruiting implementation for start-up technology companies that need to ramp up quickly during periods of high growth. Our consultants work very closely with CEO's and Hiring Managers to implement and manage the full-cycle recruiting and hiring process on-site.

The Senior Technical Recruiter works independently - utilizing Archer's methodology - and models recruiting best practices in all phases of the process. This role requires exceptional professionalism and communication skills as well as a proven track record in successful sourcing and placing of technical roles.

Responsibilities:

- Facilitate full-cycle recruiting process for client including sourcing, screening, interviewing, managing on-site interviews, calibration & assessment, negotiations & offer.
- Develop candidate data base for Archer; utilize ATS for managing candidate load and process.
- Assist in the development of recruiting strategy including targeted networking/sourcing, target profile development, building interview templates & candidate experience.
- Conduct in-depth technical and behavioral interviews. Provide managers with clear, concise candidate assessments.
- Coach & guide managers throughout the recruiting cycle including: interview technique, process management & candidate experience.
- Assist in the management of the offer process and/or coach hiring managers including: references, background checks, negotiations and offer presentation.

Qualifications

- At least 5-8 years of proven success in technical recruiting (some agency recruiting experience a plus)
- Full-cycle recruiting experience with strong sourcing, networking, screening and interviewing skills
- Robust network of technical professionals in the Seattle area preferred

- Experience in utilizing ATS systems
- Ability to work independently as well as part of a team
- Extraordinary interpersonal and relationship managements skills
- Skill in coaching and communications skills
- Strong evaluation and analytical skills.

Educational Requirements

- Bachelor's Degree preferred
- Professional certification in recruiting and/or HR preferred

Please send your resume and a brief email outlining your current career goals, hours available and required hourly rate to:

Lisa Muller

Recruiting Operations Manager

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www.archer-associates.com