

## Job Description

*\$32,500-\$45,000+*

*Mon-Fri*

*FT/PT Opportunities*

*75% Remote Work / 25% In Office*

*Growth Opportunities*

RPG is currently seeking one talented, dedicated and dependable Entry LvL Recruiter. This position will be located at our home office in Downtown Lakeland, FL. RPG has earned praise and recognition for our Best-in-Class people practices in the recruiting industry - top-notch talent is what we Crave! So, what is it that makes us so unique? We collaborate with each client and each hiring manager in order to develop the best hiring process for their needs. Our people take responsibility for their actions and attitudes. We recognize the value of our clients, and we're hungry to learn and grow.

### **Job Duties:**

The Entry LvL Recruiter will assist in the execution of the Human Resources (aka Recruiting) Department's policies, programs, plans and services. In order to provide support to the Client. This person will reach out to applicants/candidates and provide backup assistance and administrative support to others on the team.

### **Requirements:**

\* Excellent communication skills, both oral and written, as well as common sense and solid people skills. \* Independent thinker, able to prioritize assignments, meet deadlines consistently and able to supervise direct reports. \* Proficient in Internet, multi-line phone system and have the ability to quickly learn new programs \*The candidate should be detail orientated, reliable, friendly, patient, and have a positive attitude. \* Confidentiality is a must amongst clients. \* Able to work at a quick pace, respond quickly and be a team-oriented person. \* Able to sit for long periods of time and also be on your feet to help with team members. \*\*\*Commission structure will be discussed in addition to salary\*\*\*