

## **TEKsystems**

TEKsystems is looking for driven, energetic, sales minded individuals to join our Richmond VA team. Richmond is a growing market and we are looking to expand our team to keep up with opportunity! TEKsystems is consistently ranked among the top 100 best companies to work for as reported by Forbes Magazine. We would love to share more about this fantastic opportunity with you. Give us a call at 804-968-6003 to apply today!

- Develop recruiting strategies designed to identify qualified candidates through various recruiting tools
- Match candidates' strengths with clients' requirements by evaluating, screening, and interviewing candidates.
- Negotiate wages, terms and conditions of employment with candidates, and gain a commitment from candidates for current and future job requirements.
- Complete necessary pre-employment processes including reference checks and background/drug tests.
- Manage contract employees while on assignment. Assess and investigate contractor related problems, and administer performance counseling, coaching, and disciplinary measures when necessary.
- Work with Account Managers to identify top accounts, target skill sets, key market segments, and assess clients' staffing requirements.
- Communicate effectively with others in order to create a productive and diverse environment.
- Communicate with peers by sharing recruiting best practices and providing accurate, thorough documentation on applicant tracking systems or other documentation tools
- Maintain relationships with industry contacts to provide exemplary customer service, gain industry knowledge, and obtain referrals and sales leads.