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DIVERSANT, LLC is a fully-certified Minority Business Enterprise (MBE) and the largest African-American owned IT staffing and solutions firm in the US. We provide unsurpassed IT talent and transformative diversity programs to Fortune 500 and mid-market companies across the country. DIVERSANT solutions address key business concerns in the areas of technology, diversity and inclusion, and employment risk mitigation and regulatory compliance. Our unique and transformative programs that promote diversity in both the supply chain and workplace that are unavailable anywhere else.

We are currently seeking **RECRUITERS** to join our King of Prussia, PA location on a full time basis.

The 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:

- Successfully participate and complete necessary training.
- 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:

- 2yrs or more of successful recruiting experience within IT contract recruiting
- Bachelors Degree in a Business, HR, PR, Communications, or IT related field
- 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.

For more information about this position, please contact

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