

## Technical Recruiter

EDCi provides infrastructure and call center technology services and solutions to clients throughout Wisconsin and the Midwest. Through our partnership and certifications with leading technology providers including Citrix, Cisco, Genesys, IBM and Microsoft, our customers receive the highest quality of product and service the industry has to offer.

EDCi has an immediate opening for an entry-level Technical Recruiter.

We are seeking a motivated, personable individual who can be passionate recruiting. This role will be responsible for filling current openings, sourcing candidates, creating a candidate pipeline, scheduling interviews and managing the candidate experience. Given we're technologists much of recruiting will be technology focused yet this role will recruit for all positions across the organization. Come join a high-performance team! If you're a talented professional looking to help lead a cutting-edge growing company and seek a flexible, family-oriented work environment, we want to talk to you!

When you join the EDCi team, you'll receive many perks, including:

- Funded Training
- Bring Your Own PC Policy (BYOD)
- Cell Phone Reimbursement
- Business Casual Attire with Casual Fridays
- Work-Life Balance
- And many more!

## Responsibilities

- Responsible for finding qualified candidates, tracking candidates and evaluating for positions.
- Find, attract, and engage passive candidates through creative or existing direct sourcing techniques and social media channels, resulting in managing your recruiting pipeline.
- Make cold calls and build a network of recruiting candidates for current and future needs.
- Sell the EDCi story, culture and opportunities to potential candidates.
- Demonstrated ability to develop strong relationships with hiring managers, employees and candidates alike.
- Communicate effectively with all levels of candidates and employees.
- Partner with hiring managers to draft job descriptions and determining effective screening criteria by conducting in depth screening calls.
- Source active and passive candidates utilizing Application Tracking Systems, Job Boards, Referral, and attending in person and virtual events.
- Screen candidates to ensure they are qualified and exhibit the right cultural fit and motivation.
- Schedule remote and on-site interviews, prepare agendas, meet candidates, check references and other duties related to keeping the hiring process moving
- Maintain a social presence on recruiting job boards and industry venues.
- Seek out and participate in third party sponsored recruiting events to build recruiting pipeline.

- Work with marketing to socialize the culture and career opportunities at EDCi.
- Develop a technical acumen, including high level knowledge of various technologies and positions.
- Perform other duties as assigned.

## Essential Skills & Qualifications

- Associates degree in marketing, business management, related field or commensurate experience.
- Technical recruiting experience is a plus, but not required.
- Information Technology exposure is a plus, but not required.
- Strong phone presence.
- Must be a self-starter and goal oriented with a passion for research.
- Excellent verbal and written skills.
- Strong listening skills & organizational skills.
- Ability to multi-task, prioritize and manage time effectively.
- Proficient with corporate productivity tools.