

# WorkNet Pinellas

## Classification Description

---

**Classification Title:** Recruiter  
**Department:** Business Services  
**Pay Grade:** 22  
**FLSA Status:** Non-Exempt

---

### Purpose

This position meets the hiring needs of employers by sourcing, qualifying and referring those candidates who fully possess the knowledge, skills and abilities set forth in the employer's job order. It markets placement services to employers and assures job seekers are matched to openings based on qualifications.

### Job Duties and Responsibilities

#### Essential Functions:

- Maintain excellent relations with hiring managers, candidates, and the community
- Work with both Professional Placement Network (PPN) and Transitioning Executives Network (TEN) to ensure services are being delivered to program participants
- Facilitate and coordinate PPN and TEN meetings
- Schedule meetings and arrange for Speakers at various events
- Develop and maintain a network of contacts to help identify and source qualified candidates through multiple means
- Provide follow-up services to employers and insure their expectations are met
- Conduct file searches to identify appropriate job seekers with the skill sets required by the employers' job vacancies
- Assist with Job Fairs and Mass Recruitments as needed
- Maintain accurate and well-ordered documentation on candidates, searches, services, and other recruiting activities
- Maintain current information on changes or modifications in programs and services
- Work closely and coordinate initiatives with other members of the One-Stop Center
- Maintain and provide records of initiatives, accomplishments and activities
- Work to achieve the Center's performance goals

**Additional Duties:**

Perform other duties as assigned

**Minimum Education and Training**

- Bachelor's Degree in Business or Marketing from an accredited college or university
- Three (3) years of experience recruiting or equivalent combination of education, training and/or experience

**Job Specifications**

- Knowledge of all recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, legal, job analysis, wage and salary trends, and relationship management
- Basic knowledge of hiring process and local labor market
- Ability to communicate effectively both orally and in writing
- Ability to gather facts, overcome differing semantics, probe for details
- Excellent telephone communication skills and technique
- Excellent interpersonal skills with a commitment to a customer-focused service delivery system
- Ability to use computers for data entry, notes, Internet, and reports
- Ability to initiate and maintain excellent working relations with local employers
- Demonstrated ability to command the attention and respect of senior level leaders.
- Ability to handle sensitive and confidential information appropriately
- Strong initiative and solid judgment abilities/skills
- Ability to work in a dynamic environment that requires the incumbent to be sensitive to change and responsive to changing goals, priorities, and needs
- Ability to determine approach for doing work based on guidelines given by supervisor
- Ability to perform specific procedures that may result in interaction with co-workers, citizens, or other individuals
- Ability to see, hear, and speak