

RESEARCHER/RECRUITER

JohnMarch Partners, Inc. is a top-tier boutique executive and management search firm based in downtown Dallas, Texas. The Firm specializes in identifying and recruiting executive leaders and management personnel in Healthcare, Medical Devices and Information Technology. This growing specialty firm's client base includes nationwide and international search engagements.

The Recruiter role is highly visible and integrated into the day-to-day operations of the company. Recruiters work directly with the Firm's Managing Partners as the primary facilitators of a very detailed, thorough, and research oriented lifecycle recruitment process. A project management, team approach is applied to each engagement, through which the team carefully sources, screens, selects, interviews and presents executive level candidates for hiring consideration.

Job Description:

- Source candidates via the following methods: Internal resume database, internet resume banks, calling into companies where known talent resides, personal candidate networking, cold calling, general internet searches, etc
- Daily and direct contact via the telephone and e-mail with senior level candidates and customers
- Produce accurate, properly formatted documents under normally tight time constraints; this includes candidate letters, resumes and documents for client presentation
- Maintain an extremely professional presence and comfortable business acumen as this role requires constant interaction with senior-level clients and candidates
- Organize and manage very detailed and confidential information
- Schedule and manage Partners' time effectively using Microsoft Outlook Calendar
- Facilitate travel arrangements for Partners and candidates' visits to client locations
- Market positions to candidates and build rapport with people over the phone

Required Skills:

- Self motivated time manager
- Ability to prioritize, organize, facilitate and follow through to conclusion in a highly detail-oriented environment
- Excellent verbal communications and very accurate writing skills
- Very proficient and familiar with Microsoft Office Suite including Outlook, Word, and Excel
- Problem solving initiative
- Confidentiality and discretion
- Positive demeanor, adaptability, flexibility, and customer focused at all times

Preferred Skills:

- Bachelor's Degree
- 3+ years business or related experience, preferably in a very detail-oriented work environment

Benefits:

JohnMarch Partners, Inc offers a competitive base salary plus recruitment commissions, in a very professional work environment with growth and career advancement opportunities. Benefits include an immediately matched and vested 401k plan, direct access to DART light rail line with full rail pass subsidy and an insurance subsidy.

Please email resumes to: Information@johnmarch.com

