



TTA Internal Career Opportunities

Position: Technical Recruiter

Description:

- Recruiting, qualifying and interviewing IT Instructors.
- Sourcing IT Instructors using a wide variety of vehicles including cold calling, internet sourcing, mining, advertising and internet posting.
- Understanding industry needs for certified instructors
- Implementing and executing recruiting and sourcing strategies that meet the staffing needs of our clients.
- Conducting phone interview for prospective candidates.
- Meet project deadlines daily/weekly
- Additional responsibilities as assigned

Experience/Skills

- Minimum of 4 years experience in technical recruiting in a staffing environment
- Internet savvy to perform targeted internet research/searches identifying candidates to meet our client needs
- Superior verbal and written communication skills
- Proven organizational, collaboration, strategic, creative thinking and analytical skills
- Self motivated, flexible and energetic
- Multi task in a fast paced environment
- Proactive approach and the ability to act quickly and efficiently
- Excellent time management and problem solving skills
- Ability to manage situations in a professional and tactful manner
- Work well independently and in a team environment

If you meet the above requirements please send your resume to:

HR@TheTrainingAssociates.com

Or Fax: 508-890-8658

Or

THE TRAINING ASSOCIATES,
Box TR,
287 Turnpike Road (Rt 9)
Westborough, MA 01581-2807