



Position: Senior Recruiter

The Training Associates (TTA) is a fast growing and financially strong company with professional management. We are the world's largest and oldest provider of trainers and trainer delivery solutions. We are currently looking for an experienced **Senior Recruiter** interested in full-time employment to join our 60+ person home office on Route 9 in Westborough, MA. TTA prides itself on being a dynamic, friendly and EXCITING place to work.

Position Overview:

The **Senior Recruiter** is responsible for maintaining a high fill rate for open TTA trainer projects and jobs through sourcing, qualifying, relationship building, rating and maintaining the files of new and existing TTA trainers.

Essential Job Functions:

- Support TTA Sales, Project Managers and Delivery Coordinator assisting to fill open requirements with the most qualified candidates using various means of sourcing techniques including:
 - Internal Sourcing through TTA's database (if this method has not already been performed by Customer Service Reps/Project Managers) via: high volume of trainer calls, email blasting, posts to our internal web, etc.
 - External Sourcing – Resume Search capabilities in Monster, Careerbuilder, Google, Facebook, Linked in, You Tube, My Space, etc.
 - External Sourcing - Job Posting in various social media and job board sites listed above
- Strive to maintain a high fill rate percentage
- Maintain minimum call volume of 30 dials/day
- Once candidates are identified and qualified for a TTA job or Project, package candidate for TTA Sales, Project Manager or Delivery Coordinator to include resume/bio highlighting required experience along with any TTA experience; summary of applicable experience and references
- Help develop trainers' skill sets by recommending areas to study/certify in
- Working regularly with trainers to get registered, update certifications, course skills, resume, work experience, availability etc.
- Review profiles of newly registered trainers to determine skill set, depth of training experience, career objectives, etc and assign demand rating
- Conduct reference checks by phone (good opportunity for sales leads)
- Schedule and complete phone interviews for trainers, also identify who trainers work for outside of TTA, (good sales leads)
- Review TTA policies and procedures with trainers

- Manage Contract Trainer Agreements (CTA) and W9 forms
- Review and save student evaluations or letters of recommendation to profile and update required fields in Tracker
- Order background/credit checks as required by clients or TTA policy; review for accuracy and process documentation including signed release forms and reports. Report negative findings to appropriate project manager

- Respond to phone communications from trainers regarding training opportunities, questions concerning registration and qualification process, current status and technical problems with *TrainerTracker for Trainers*
- Work with the various qualification stages within Trainer Tracker to identify proactive recruiting projects such as:
 - Contact all Approved trainers that haven't worked with us in the last 6 months to identify where they are working, are they still contracting, update their file etc.
 - Contact all QA trainers that haven't worked with us in 6 months to determine same as above
 - Communicate to all Raw and Not Training Statuses to better determine their contact info, skills and availability and how to progress
- Assist Marketing on trainer campaigns
- Assist IT with improvements to *TrainerTracker for Trainers*
- Attend Board Meetings to understand current and future needs for trainers as needed
- Keep current with the latest recruiting tools and trends to ensure maximum effectiveness
- Complete note history for every activity
- Participate in industry conferences as needed

Minimum Requirements:

- Associates Degree preferred
- 5-7 Years Recruiting Experience
- Familiarity and experience utilizing Social Media sites for recruiting
- Excellent verbal and written communication skills
- Strong organization skills and ability to prioritize work
- Exceptional customer service and interpersonal skills
- Good telephone communication skills; must wear headset
- Working knowledge of MS Office Suite
- Ability to take direction and work independently
- Working knowledge of CRM databases
- Professional demeanor and appearance
- Highly motivated
- Detail oriented
- Ability to work in a fast paced environment
- Positive attitude
- Team player – willing to work with/for others
- Reliable and professional
- Good typing skills

- Negotiating skills

Please send resume to: HR@TheTrainingAssociates.com

Learn more at www.TheTrainingAssociates.com