



Part-time Recruiting Administrator
Summit Search Solutions, Inc.
www.summitsearchsolutions.com

Summit Search Solutions, an executive search firm that specializes in the higher education sector, is seeking a part-time administrative assistant. Working closely with the Operations Manager, the Recruiting Administrator will handle tasks related to supporting recruiters with the search process. This person will work from his/her home with a flexible schedule, averaging between 10-15 hours per week, depending on the firm's work load. ***This is not a good position for someone who requires a set amount of work per week as workload will vary.***

Duties may include:

- Creating and editing position specifications, requests for proposals, and e-mails
- Posting positions on job sites
- Compiling, organizing and sharing search data for recruiters using various databases and MS Excel
- Working with the applicant tracking system to create and manage jobs and applicant information
- Sourcing candidate pipelines for recruiters using LinkedIn and other resources/databases
- General editing and proofreading for a variety of documents
- Managing background checks for candidates
- Supporting recruiters with use of ShareFile (shared team folder in the clouds)
- Supporting team with technology including TeamViewer, Skype, Go to Meeting, etc.

Qualifications:

- Bachelor's degree
- Minimum two years of experience in office administration role
- Strong technology skills and extensive experience with Microsoft Office, Excel and Adobe
- Strong writing and proofreading skills
- Solid interpersonal and communication skills
- Must be dependable with very good follow-through skills
- Must have reliable phone line and computer

Compensation:

Competitive, hourly salary, based on experience.

To apply:

Please send a resume and cover letter to:

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