

Per Se Group Inc. - Wheaton, IL

Job Description: Entry Level Recruiter – Energy Division

February, 2010

Entry-level Technical Recruiter

Per Se Group, Inc. is a full service professional staffing firm based in Wheaton, Illinois. Our staffing team has successfully placed hundreds of professional personnel in contract, contract-to-hire, and direct hire jobs—both across the country and around the world. This position would be working in the Per Se Energy division, specializing in the placement of engineers and technical personnel within the Electric Power Industry.

Job Description

Responsible for searching, screening, coordinating client interviews, checking references and extending job offers to candidates for temporary and direct hire positions.

Job Requirements:

- Professional phone presence
- Ability to become familiar/conversant with highly technical concepts quickly
- Excellent verbal and written communication skills
- Strong work ethic
- Self-disciplined, organized, and motivated
- Analytical and attentive to detail
- BA/BS degree

If you are interested in being considered for this position, please e-mail a MS Word version of your resume to: 5877-40-MH1140@apply.maxhire.net

Thanks for your help,

Beckie Hayes

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