



MEDSTRAT

1901 Butterfield Rd Ste 600 | Downers Grove, IL 60515

(800) 882-4224 | www.medstrat.com

Position Title: Talent Acquisition Specialist (Recruiter)

Department: Sales & Marketing

Reports To: Chief Operating Officer

Summary

The Recruiter will be responsible for sourcing, attracting, selecting, and retaining the best candidates who will thrive in our collaborative, fast paced, friendly culture. The ideal candidate must be self-motivated and comfortable in the dynamic atmosphere of a technical organization.

Responsibilities

- Develop and implement proactive and dynamic sourcing strategies to handle staffing demands.
- Creatively source, assess, and select qualified applicants for open positions.
- Perform sourcing activities through social media, online hiring platforms, and relationships developed with professional organizations, universities, and agencies to identify and recruit candidates for open positions.
- Network and cultivate a talent pipeline for future positions.
- Support building a strong company brand to attract and recruit top talent.
- Perform social media campaigning to proactively engage candidates and develop the company brand.
- Conduct enthusiastic cold calls to prospective candidates to present opportunities regarding open positions.
- Screen applications and select candidates for potential interviews with hiring departments using phone or online meeting resources as appropriate. Perform structured screening and assessment to ensure applicants meet both job requirements and fitness for the role.
- Make recommendations to the hiring manager regarding qualified candidates.
- Consult with company leadership to anticipate and develop solutions for long-term hiring needs to meet business objectives.
- Ensure communication aligns with Medstrat's culture and strategic plans.

Qualifications

- Bachelor's Degree in a related field.
- Three years of experience in recruiting, screening, interviewing, and assisting in the development and implementation of proactive recruiting strategies.
- Significant technical recruitment experience with proven success in finding and attracting candidates.
- Demonstrated ability to create and implement proactive recruitment plans.
- Skilled at working effectively with management and staff to determine hiring needs and recruit candidates based upon these needs.
- Confident communicator with exceptional communication skills including influencing and presentation skills.
- Knowledge and understanding of general recruiting, compensation, benefits, and human resources practices.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint) or similar products.
- Ability to work within a fast-paced, team-focused environment.
- Technical Recruiter experience involving recruiting for technical roles such as Software Engineers preferred.

Please submit resume and additional documents to jobs@medstrat.com.