



Example of Staffing Consultant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of staffing consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for staffing consultant

- Coordinate recruiting campaigns. Measure performance of each area of responsibility
- Promotes the organization's philosophy and values
- Coordinates posting strategy
- Maintains a current knowledge of legal and regulatory requirements impacting the Human Resource Department
- Review resumes against job requirements, conduct candidate phone screens/assessments against qualifications and present to Hiring Managers
- Coordinates the advertising process while ensuring optimal cost-effectiveness
- In conjunction with the Talent Acquisition Manager and Director to ensure the integrity of the wage and salary, by following established protocols which includes
- Coordinate with case team leadership to understand staffing needs, including nature of assignment, staffing requirements, and oversee staffing of teams to projects based on understanding of client, office and individual needs
- Work with leadership team and Director, Business Operations to ensure staffing decisions best optimize tradeoffs between client service, utilization and retention
- Work with Director, Business Operations to ensure current capacity at the Consultant level is up to date and accurate

Qualifications for staffing consultant

- Minimum of 2 year of business to business sales experience
- Source for qualified applicants using various recruitment tools and resources to ensure the identification of qualified candidates in a timely manner
- Screen applicants for minimum job qualifications
- Coordinate and oversee the scheduling and logistics necessary for candidate interviews
- Participate in the interview process and provide feedback to the hiring manager collected for all members of the interview team