

## Work Study Job Description

<b>Job Title</b>	Recruiting Coordinator
<b>Organization Name</b>	Chameleon Technologies
<b>Job Location</b>	Kirkland
<b>Address</b>	520 Kirkland Way, #101 Kirkland, WA 98033
<b>Pay Rate</b>	\$10 - \$11
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Sandy Estes
<b>Phone Number</b>	425-827-1173
<b>Email Address</b>	Melissa@chameleontechinc.com
<b>Website</b>	<a href="http://www.chameleontechinc">http://www.chameleontechinc</a>

### Nature of Organization

Technical staffing & professional services firm, matching technically skilled professionals to contract and permanent positions in regional companies

### Duties and Responsibilities

Provide support to our recruiting team  
 Perform reference checks for submitted candidates  
 Prepare resumes for presentation to clients  
 Posting of positions on job boards  
 Source candidates using the Internet and Job boards

### Minimum Qualifications

Proficient in Microsoft Office to include Word, Excel, Outlook  
 Excellent verbal and written communications skills  
 Highly organized and self sufficient  
 Takes direction well

### Educational Benefits

Opportunity to be exposed to all facets of IT recruiting via shadowing of our recruiters  
Training on reference checks  
Exposure and training on job boards from the employer side  
Learning to utilize internal database, job boards and internet to identify potential candidates  
Training and experience on our recruiting and Applicant tracking software  
Exposure to Human Resources policies, procedures and general practices

**How to Apply**

Sent resume to: [Melissa@chameleontechinc.com](mailto:Melissa@chameleontechinc.com)

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Job Number: 40CHAM02 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%