

Work Study Job Description

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

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

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