

Sr. Staffing Manager

ROBERT SMITH

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Objective

Looking for a position that i can use my skills of Administrative Assistant. I am looking for a company that is looking for a long term employee. I have knowledge in using Microsoft word, excel, office and power point.

Skills

Microsoft Office, SAS, Salesforce, Recruiting, Talent Acquisition, Sales, Business Development, Consulting.

Work Experience

Sr. Staffing Manager

ABC Corporation - 2000 - 2007

- Managed the promotion of staffing services by building and maintaining strong credit union relationships through business networking and sourcing of high-quality candidates.
- Established a clear understanding of the clients need when initiating a new placement request.
- Led recruitment strategies for the successful sourcing of candidates that best met the employers needs.
- Successfully retained client business, grew a database of skilled candidates and led the branch in multiple years of profitability goals.
- Strategized sourcing methods for locating qualified applicants through advertising efforts, web marketing, cold calling and networking.
- Managed flow of candidate experience, from phone screening through the interviewing and hiring process.
- Documented interview notes, resume activity and candidate activities in EmpACT recruiting database.

Staffing Manager

ABC Corporation - 1997 - 2000

- Responsible for advertising, recruiting, interviewing, hiring and terminating temporary employees.
- Tracked candidate sourcing for cost-effectiveness.
- Effectively negotiated terms of hire to maximize profit.
- Supervised 2 support staff.
- Provided in-house technology support.
- Responsible for answering and managing unemployment claims.
- Achieved Highest Placement Ratio in the region six times while also achieving the regions Highest Gross Margin Dollars..

Education

