

**MCG: Market Connect Group – Bloomfield, NJ**

**Title: National Recruiter**

**Location (address, city, state): 200 Broadacres Dr., Bloomfield NJ**

**Job Type: Full-Time (Entry-Level)**

**Compensation Type: Salary**

**Wage (optional): \$40,000 - \$45,000/yr.**

**Start Date: 5/29/2017**

**Close Date:**

**Projected Hours Per Week: 40**

**Min. Education: Bachelor's Degree**

**Min. Experience: 1 - 2 Years**

**Job Description:**

The **Talent Acquisition Coordinator** is responsible for sourcing, attracting, and recruiting part-time employees for MCG. This is done through online recruiting campaigns, report analysis, job post optimization, and through recruitment strategy.

**Primary Responsibilities:**

- Responsible for managing online recruitment strategies such as Paid Ad Campaigns and Facebook Ads.
- Use a variety of methods to attract passive candidates. This includes Boolean searches, cold calling, and referrals.
- Recruit for open requisitions.
- Build and manage client relationships.
- Prepare job descriptions and post.
- Source active and passive candidates.
- Experience with LinkedIn, Social Media Sites, Job Boards.
- Maintain key reporting including accurate record retention.

**Qualifications:**

- Strong analytical and report writing skills.
- Advanced computer skills.
- Operate at an advanced level with the Office Suite: Outlook, Excel, and Word.
- Great follow-thru and time management skills; must be a self-starter.
- Bachelor's Degree.
- Familiarity with Pay-Per-Click (PPC), Google Analytics, and Facebook Campaigns.
- Preferred ATS and high volume staffing/recruiting experience.
- Must submit and pass criminal background check.

**Application Instructions: Send CV/Resumes to [McCrossanB@mcgconnect.com](mailto:McCrossanB@mcgconnect.com)**

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***Disclaimer Information***

**About the organization:**

**MCG** is a premier service organization that partners with both manufacturers and retailers to increase sales at store level. We provide in store services to department stores, mass merchants and stand-alone retailers throughout the United States and Puerto Rico. At MCG, we identify your interests and talents and match these within our specialized service teams.

**Disclaimer information:**