



# SOURCER

## Entry Level (NO DEGREE REQUIRED)

As a Sourcer with NextGen, you are responsible for searching and finding candidates for technical and professional opportunities within our largest national account clients. The positions are focused in our niche for the wireless revolution. If you thrive in a fast-paced, high-energy environment and are someone who strives to make a big impact wherever you go – this may be the perfect role for you!

### IN THIS ROLE YOU WILL:

- Interact with potential candidates on social media and professional networks (e.g. LinkedIn, Facebook, Twitter, etc.)
- Craft and send recruiting emails
- Coordinate with Lead to determine position requirements
- Identify qualified candidate profiles using various sourcing techniques (e.g. Boolean search)
- Develop talent pipelines for future hiring needs
- Ask for referrals from current employees and external networks
- Promote our employer brand online and offline
- Maintain candidate databases (e.g. via Bullhorn, our Applicant Tracking System)
- Communicate with past applicants regarding new job opportunities
- Participate in other projects as necessary

### THE IDEAL CANDIDATE WILL BE:

- Excellent verbal and written communication skills
- Positive self-starter able to work successfully within a team
- Strong attention to detail and commitment to quality
- Ability to thrive in a fast-changing, dynamic environment
- Basic Microsoft Office skills (Word & Excel)

### BENEFITS:

- Competitive Base
- Health, Dental and Vision benefits - 100% of employee premiums covered by NextGen!
- Comprehensive Training Program
- 4 Weeks of Vacation + Sick Time
- 401k Retirement Plan
- Company Cellphone and Laptop
- Casual Work Environment
- Reward and Recognition Incentives: Exotic trips, anniversary gifts, happy hours, team building events, music festivals, dinners, etc.
- Award Winning Environment with an Amazing Culture