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## Contract Recruiter

Quantious is a full-service marketing agency that specializes in content and marketing operations for the tech industry. We are a small team that does big things, and offer a professional and positive work environment that encourages authenticity and integrity.

Quantious is an at-will equal-opportunity employer. We believe a diverse workspace is a great workplace.

We're looking for a highly experienced contract recruiter who embodies our company values and is passionate about connecting top talent with exciting opportunities. At Quantious, we deliver excellence, set others up for success, are resourceful, proactive and responsive, exhibit professionalism, and are compassionate communicators. If you share these values and have a passion for technology and a focus on having a positive impact, we'd love to hear from you!

### **Primary Responsibilities:**

- Finalizing job descriptions
- Posting, recruiting and outreach cross-platforms to identify strong candidates
- Screening of selected candidates
- Coordinating and scheduling interviews with Quantious leadership
- Follow-ups and communication with all candidates
- Proactive status updates on recruiting efforts delivered to Quantious leadership
- Develop and implement recruitment strategies to attract top talent
- Utilize social media and professional networking sites to identify and engage with potential candidates
- Conduct reference checks and verify employment history of potential hires
- Maintain accurate and up-to-date records of recruiting activities and candidate information in applicant tracking systems
- Provide guidance and support to hiring managers throughout the recruitment process
- Assist with other HR-related tasks and projects as needed

### **Key Requirements:**

- At least 2 years of experience as a recruiter
- Extensive experience recruiting for marketing roles
- Experience recruiting for FAANG companies is preferred
- Ability to work remotely and communicate effectively with team members in different locations
- Knowledge of global recruiting and HR practices
- Strong sourcing, screening, and interviewing skills
- Excellent written and verbal communication skills

- Ability to build and maintain strong relationships with hiring managers, candidates, and HR partners
- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Based in the US with experience recruiting globally
- Embodies our company values of delivering excellence, setting others up for success, being resourceful, proactive and responsive, exhibiting professionalism, and being a compassionate communicator

If you're a highly motivated recruiter who shares our values and passion for connecting top talent with exciting opportunities, we'd love to hear from you!

Job Type: 25-30/hrs per week | Contract | Remote

*Quantious is a WBENC-certified Women Owned Business, and we're proud to have earned Great Place to Work® Certification™. We follow NIST-compliant security standards and best practices set forth by the National Institute of Standards and Technology agency for the protection of data.*

