



Since 2000, ZAREQ has pioneered innovation in On-Demand Information Systems / Information Technology Workforce Acquisition Solutions and Services for Americas most recognized companies - in effect mastering the prospect sourcing, screening, and acquisition processes so our customers can master their growing technology needs. ZAREQ combines an unsurpassed technical infrastructure, strong business processes, and a new generation of industry leading technical talent consultants to deliver highly talented IT professionals in an every demanding market.

The Sourcing Specialist position is responsible for assisting in the sourcing and marketing of positions for ongoing candidate generation. Sourcing expertise to include data mining, internal/external job board search, associations, college/alumni, direct mail, open houses, job fairs, etc). Responsible for coordinating the marketing efforts across multiple mediums as appropriate by function. This position will partner with the functional recruitment teams to determine sourcing strategy in a cost effective and timely manner.

Additional Responsibilities:

- Conduct prospect resume searches using latest and greatest internet data mining tools
- Evaluate prospect resumes for new customer requirements
- Build and execute prospect search plans daily.
- Meet with Talent Consultants for search plan feedback and adjust plans accordingly
- Proactively seek new avenues to attract new prospects.
- Evaluating new marketing (internet) opportunities
- Evaluating the profiles of potential candidates (phone screening as appropriate)
- Coordinate the collateral development effort (brochures, direct mailings, etc.)
- Cost per hire tracking / source tracking
- Coordinating open house and other recruiting events (i.e, job fairs, campus events)
- Assisting in the coordination of college recruiting efforts
- Coordination of employee referral campaigns

MINIMUM QUALIFICATIONS:

- Knowledge of functional recruitment best practices. Preferred experience recruiting in Information System / Information Technology.
- Ability to manage multiple projects simultaneously.
- **Attention to Detail**
- Creativity
- Excellent project management skills
- High degree of organization
- Proactive, self-starter

- Prefer 1 plus years experience in a Recruiting, Communication or Marketing department or a bachelor's degree in marketing, communications or business
- Experience developing marketing plans, developing collateral (including writing and editing content).
- **Must have a demonstrated proficiency using Microsoft office suite (especially Excel and Word).**
- **Strong written, verbal and interpersonal communication skills.**

Please send WORD doc. Resume to careers@zareq.com