

AM STAFFING GROUP, INC.

POSITION: BILINGUAL RECRUITING SPECIALIST

THE COMPANY:

A.M. Staffing Group, Inc. is a staffing and consulting company that provides staffing, recruitment, and direct hire solutions. We match job seekers with potential employees seeking direct hire opportunities, and help provide companies with talented and results oriented temporary and permanent employees. We have multiple openings for entry-level and experienced recruiter positions.

LOCATION:

Aurora, IL

JOB DESCRIPTION:

Make outbound phone calls to prospective candidates.

Create job listings on Social Media and Zip Recruiter.

Meet and exceed metrics on a daily, weekly, and monthly basis.

Follow up with candidates before and after interviews.

Follow up with temporary employees throughout their assignment to ensure completion of assignment.

Communicate with existing clients.

Reach out to prospective clients that have postings listed online and on job boards.

JOB REQUIREMENTS:

Ability to communicate effectively with others.

Associate degree preferred but not required

Ability to problem solve.

Proficient in Microsoft Suite with strong computer skills.

Strong customer service skills.

Maintain the highest possible business ethics.

Highly motivated and willing to work hard to develop client relationships.

Excellent verbal and written communication skills.

Bilingual English/Spanish.

COMPENSATION:

\$13-15.00 hourly plus quarterly bonuses.

Please send a resume with contact information, cover letter, and references to info@aminsurancegroup.com for consideration.

*We are an **equal opportunity** employer. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status*