

**Recruiting Coordinator
Boca Raton, FL**

Salary: up to \$35,000, based on experience

BridgePoint Associates, a recruiting firm specializing in the nonprofit sector, is looking for a Recruiting Coordinator. Based in Boca Raton, FL, this position will assist the Managing Partner with developing and managing a strong pipeline of qualified candidates for our open positions throughout the country. Successful candidates must have excellent communication skills, be detail-oriented and possess the ability to multi-task, work independently and meet strict deadlines.

Responsibilities:

This position will work closely with the Managing Partner and provide support for the firm's recruitment processes, including, but not limited to:

- Managing job postings
- Sourcing candidates through various databases for multiple job searches simultaneously
- Search and gather data from multiple sources efficiently and accurately
- Screening resumes
- Communicating with candidates and coordinating interviews
- Updating database records
- Performing reference checks
- Ability to respond to after-hours calls/emails for critical issues
- Assisting in the coordination of other recruiting activities, as needed
- As a growing organization, candidates must be eager to take on additional responsibilities, including administrative support

Qualifications:

- Bachelor's Degree
- 1+ year(s) professional work experience
- Prior recruiting experience is a plus, but not required
- Proficient in Microsoft Excel and Word
- Must be highly detail-oriented and organized
- Excellent internet search skills with both speed and accuracy
- Possess the ability to multi-task, work independently and meet strict deadlines
- Must have excellent interpersonal, written and verbal communication skills
- Must be authorized to work in the United States

ABOUT BRIDGEPOINT ASSOCIATES

BridgePoint Associates is a recruiting firm specializing in the nonprofit sector. We work with organizations nationwide on their talent acquisition efforts. Our partnership-focused approach enables us to identify top talent in all functional areas of an organization, including:

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| - Accounting/Finance | - Executive Management | - Marketing |
| - Business Operations | - Facilities/Capital Projects | - Program Management |
| - Development | - Human Resources | - Technology |

For more information, visit www.bridgepointassociates.net.

**For additional information, please email your resume to
RESUME@BRIDGEPOINTASSOCIATES.NET,
with "Coordinator Boca" in the subject line.**