



POSITION SPECIFICATION

The Human Capital Group, Inc - Retained Executive Search & Leadership Consulting firm
HumanCapitalGroupInc.com

POSITION TITLE: Recruiting Associate
REPORTING TO: Senior Partner
LOCATION: Brentwood, TN
THE COMPANY: The Human Capital Group, Inc.

The Human Capital Group, Inc, HumanCapitalGroupInc.com, founded in 2000, is a rapidly growing boutique Retained Executive Search and Leadership Consulting firm. We currently have 11 Associates serving offices in TN, GA and SC, and are actively focused on opening additional offices throughout the country.

This is a unique opportunity to join a **values** and **faith-based** firm with the purpose of "**Delivering Results through People**".

To support the short and long term growth of the company, we are seeking a professional, computer literate, outgoing, hands-on, detail oriented and take-charge **Recruiting Associate** to join our team. This is a great opportunity for an individual who wants to work in a faith-based environment, impact lives and be challenged by new tasks and opportunities on a daily basis. Offices are located in Westgate Plaza, just off I-65 and Moore's Lane. Learn more about us by visiting our website at HumanCapitalGroupInc.com.

SCOPE OF RESPONSIBILITY:

The **Recruiting Associate** will be a critical part of the recruiting staff, doing research, screening interviews and assisting in the search process, as necessary. We are seeking a flexible person who is motivated by managing several tasks at once and is comfortable working with tight deadlines. This role will also be called upon to support projects and efforts of other Human Capital Group consultants from time to time.

PRIMARY ACCOUNTABILITIES:

In general, the **Recruiting Associate** will join the recruiting staff in brainstorming, researching the Internet, networking with prospective candidates and entering information into the database. In addition, the **Recruiting Associate** will also conduct first round interviews with candidates and schedule interviews with the Sr. Partner, as necessary.

QUALIFICATIONS:

- **Strong desire** to work in a **Faith-based environment** and to **serve others**
- **High attention to detail**
- Able to work both as a part of a team and autonomously
- Creative and persistent/determined
- Experience with **Microsoft Office**
- **Polished communication** skills
- Extremely **professional** in appearance and conduct
- Ability to work within deadlines
- Willingness to be **flexible** and **roll-up-the-sleeves** to **support and serve** others
- BS/BA degree. Advanced degree highly desirable, but not required
- Previous recruiting / research experience is also a big plus, but not required

PERSONAL, PROFESSIONAL and LEADERSHIP ATTRIBUTES:

Specifically, the following skills and attributes are required to be successful in this position:

- High degree of integrity & honesty
- A highly effective and active communicator who works well with people at all levels, as this role requires communication with C-level (CEO, CFO, etc...) clients as well as candidates from director level up to C-level
- Flexible, adaptable, creative and innovative – invigorated by the opportunity to establish systems and processes in an

- unstructured environment.
- Challenges the status quo; inspires change
- Ability to quickly focus on priorities
- Exceptional organizational skills; Ability to pay attention to detail and follow through
- Ability to deliver the required results while achieving a work / life balance to attain both personal and professional goals and sustain a high quality of life
- High energy, friendly, professional and focused
- Strong work ethic, loyal, achievement oriented, ethical and motivated beyond personal interests
- Proactive, action oriented and a sense of urgency when approaching business matters
- Knowledgeable of how decisions impact all aspects of the business. Approaches his / her work as an interconnected system
- Responsive & respectful to all those we come in contact with

COMPENSATION:

Depending on the skills & experiences of the individual we hire, we are anticipating a base salary of up to approximately \$35,000 plus 401k and a monthly medical allowance. Performance-based increases as well as Commissions will be introduced after the successful candidate has been with the company for one year / 6 months respectively.

CONTACT INFORMATION:

If you are interested in considering this great opportunity, please view our website, HumanCapitalGroupInc.com, to learn more about us, to see/hear what clients and candidates have to say about our services, and to absorb our "Guiding Principles". Visit the 'Interested in joining our team?' page to view 7 additional videos about who we are, what our logo stands for, etc...great insight for someone considering joining our firm.

If you are qualified and interested in being considered as a candidate for this great opportunity, please submit the following to Steve@HumanCapitalGroupInc.com.

- Resume (in WORD format)
- Current / most recent compensation information
- 1-2 page cover letter stating why you are interested in considering The Human Capital Group
- In the subject line of your email, please indicate "**HCG Recruiting Associate**"