



Title: Research Specialist / Recruiting Assistant

Location: ULTRAPARK in Heredia, Costa Rica

Work Hours: 2 p.m. to 10 p.m.

Arcus Soluciones is experiencing record growth in the United States, and due to that growth, we will be inaugurating our Latin American Headquarters at ULTRAPARK in Heredia, Costa Rica in May, 2009. In turn, we are seeking several **Research Specialists / Recruiting Assistants** to help us maintain the level of success that we have come to love and expect. We possess more than 100 years of combined experience and expertise in the staffing arena, and to date, have more than 200 employees and are on track to have revenues in excess of \$25 million this year. Learn more about us by visiting www.Arcus.net.

As a **Research Specialist / Recruiting Assistant**, you will provide a great contribution to our efforts by performing the following duties:

- Undergo specialized initial training to be successful in your role.
- Utilize various technology-based tools on a daily basis, including our database and other online resources, to identify and match candidates' resumes to our open job requirements in the United States
- Perform direct sourcing of candidates' contact information for our recruiting team in the United States
- Build pipelines of candidate pools from the United States based on technological skills, geography, industry experience, etc.
- Develop job order requirement leads to support our US-based sales team

Position Requirements:

- 0-2 years Experience
- 4-year College Degree highly desired, but not required
- Must be bilingual in English & Spanish
- Expertise in the utilization of PCs and Microsoft Office applications
- Desire to go the extra mile and be well rewarded
- You should be interested in a position with a company where you will be able to grow and have a career path, as well as a position which is stable and fun to come to work every day.

At Arcus Soluciones, our culture is a state of mind and our way of life. We believe in each other and the talent solutions we provide. Our approach is one of integrity, a strong commitment to winning, a continuous passion for what we do, a true team effort and an environment of openness. We believe that these qualities are vital to our continued success and hold them in the highest regard. We are looking for professional's who have the energy, experience and the "I won't be denied" competitive attitude, as well. If you share our entrepreneurial-minded spirit and believe that you can keep up the pace amidst the challenges of high volume sourcing and recruiting, you just might be a great fit!

Exceptional Talent. Total Confidence.® That's our message and we're sticking to it. At Arcus Soluciones, we're talent finders. We strive to keep businesses and organizations at the top of their game by providing excellence in staffing, recruiting and direct placement talent solutions. We provide our clients with the right people, for the right position, at the right time. Of course we'd look for the same for one of our own.

Among others, we have recently been recognized as a 2008 Best Places to Work in Pennsylvania, a Fifty Fastest Growing Company, landed a position on Inc. Magazine's Inc. 5000 List, have been honored as a Business of the Year, and have been recognized with four national awards by the American Staffing Association.