



Recruiting Assistant

Arcus is experiencing record growth and are in need of several **Sourcing Specialists** to help us maintain the level of success that we have come to love and expect. We have more than 100 years of combined experience and expertise in the staffing arena, and to date, have more than 160 employees and are on track to have revenues in excess of \$25 million this year. Learn more about us by visiting www.arcus.net.

At Arcus, 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, have experience in staffing, and think you can keep pace amidst the challenges of high volume recruiting, you just might be a great fit. Experience recruiting in Central PA is preferred but will look at candidates willing to relocate to this area and be willing/able to travel to meetings and appointments, as needed.

As a Sourcing Specialist, you will provide a great contribution to our efforts by performing the following:

- Utilize various tools available such as our database, online resources and networking to locate and match resumes for our open positions.
- Match resumes to job orders
- Compose and post job advertisements

Position Requirements:

- 1-2 years Staffing Experience
- Expertise with desktop applications and Boolean searching
- Desire to go the extra mile and be well rewarded

We offer a competitive salary, solid benefit options, including medical, dental, vision, prescription, long and short term disability, life insurance, 401K with company match, FSA accounts, paid time off and paid holidays.

Exceptional Talent. Total Confidence.® That's our message and we're sticking to it. At Arcus, 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 2007 Best Places to Work in PA, a Fifty Fastest Growing Company, landed a position on Inc. Magazine's Inc. 5000 List, been honored as a Business of the Year, and recognized with two national awards by the American Staffing Association.

Please email your resume and salary requirements to HRjob@arcus.net for immediate consideration.