

Boom Lab Recruiter

Location: St. Louis, MO

This Recruiter will manage and execute all aspects of the Boom Lab recruiting process for our St. Louis market. This Recruiter will serve as the main point of contact for all candidates throughout the Boom Lab recruiting and fulfillment process, manage the hiring process for campus and experienced candidates, and own the demand planning and hiring of consultants for New Associate training classes. This Recruiter will possess great communication skills, have the ability to shift gears at a moment's notice, and enjoy the challenges of helping to build a great organization of talented individuals.

Why Boom Lab?

As a member of the Boom Lab team, this Recruiter will have the opportunity to:

- Be part of a reputable and growing program that's expanding nationally in new geographies
- Own the full lifecycle recruiting process for program's salaried consultant model for campus and experienced candidates in the St. Louis market
- Brand a junior talent program that has an established track record with clients focused primarily in large, enterprise-level Fortune 500 companies
- Collaborate with sales and delivery teams who bring in all project needs so Recruiter can focus entirely on successfully matching consultants to roles
- Receive support from an Operations team that manages all project need logistics including client coordination and follow-up
- Access to all training curriculum and certifications available to consultants
- Enjoy a thriving, flexible, award-winning culture (winner of Top 150 Workplace for four consecutive years) with tremendous growth opportunities and a strong focus on community and work-life balance

Responsibilities

Experienced Recruiting – 35%

- Managing full-life cycle recruitment and hiring of experienced consultants (1-5 years of experience)
- Sourcing prospective candidates
- Managing talent applicant inbox
- Conducting first round interviews with experienced candidates
- Establishing strong relationships with candidates throughout the interview process
- Preparing and giving offers to new consultants to the program
- Planning and own all hiring for new associate training classes

Campus Recruiting – 25%

- Responsible for the management of all campus career fair events
- Attending career fairs as a brand ambassador
- Serving as the primary point of contact and maintaining relationships for all campus career centers
- Conducting on-campus and in-office interviews with campus candidates
- Speaking at panels and info sessions
- Managing group interview process logistics
- Creating and maintain relationships with applicable administration at select area universities

Continued...

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Responsibilities, continued

General Fulfillment – 25%

- Serving as the main point of contact regarding all fulfillment activities in St. Louis
- Collaborating with sales and delivery managers on matching consultants to assignments
- Utilizing our applicant tracking system to document candidate activity
- Matching candidates to prospective client projects
- Creating and enhancing consultant branded profiles
- Providing follow-up correspondence to candidates on recruiting status via phone and email
- Identifying opportunities for improving candidate experience

Remarket Management – 15%

- Partnering with the Consultant Management team to understand current consultant's career track to drive the remarket process
- Managing the full lifecycle of the remarket process for all current Boom Lab consultants in St. Louis

Qualifications

- 3+ years of recruiting experience required
- Campus recruiting experience required
- Bachelor's degree in Communications, HR, or related field required
- Ability to manage a large and variable work load and prioritize efficiently
- Highly experienced with MS Word, Excel and PowerPoint
- Ability to work in a fast paced, quickly changing environment
- Strong interpersonal, presentation, verbal, and written communication skills
- Selfless, adaptable, positive, and tenacious
- Results-oriented and desire/ability to quickly learn systems, procedures, and our company's culture
- Experience driving an interview process effectively while participating actively in the interview, assessment and selection process

To apply, please send your resume and cover letter to talent@theboomlab.com. All qualified applicants will be reviewed by one of our recruiters.