

Recruiter / Branch Manager

The recruiter / branch manager plays a vital role in overseeing the recruitment process and managing branch operations within Twin City Staffing. This position involves sourcing, screening, and hiring candidates, as well as providing leadership and guidance to branch staff to ensure operational excellence.

Location: Chaska, MN

Wage: \$60,000 - \$65,000/ Annually

Hours: 8 am - 5 pm, Monday - Friday (Flexible hours may be required)

Benefits of the recruiter / branch manager:

- Competitive salary
- Retirement savings plan
- Paid time off and holidays
- Opportunities for professional development and advancement
- Company-paid medical, dental, and vision insurance
- Disability insurance
- 401(k) with company match
- Quarterly bonuses

Key Responsibilities:

Recruitment and talent acquisition:

- Source, screen, interview, and hire candidates for various positions based on client needs.
- Utilize a variety of recruitment methods, including job boards, social media, networking, and referrals.
- Build and maintain a strong pipeline of qualified candidates for current and future staffing needs.
- Conduct thorough candidate assessments to ensure the best match between candidate skills and client requirements.

Client relationship management:

- Develop and nurture strong relationships with clients to understand their staffing needs and provide effective solutions.
- Collaborate with clients to develop job descriptions, establish recruitment strategies, and manage expectations.
- Address client inquiries, concerns, and feedback in a timely and professional manner.

- Proactively identify opportunities to expand business with existing clients and generate new business leads.

Branch operations management:

- Oversee day-to-day branch operations, including staffing, scheduling, and workflow management.
- Provide leadership, guidance, and support to branch staff to ensure high performance and productivity.
- Monitor key performance metrics, such as fill rates, time-to-fill, and client satisfaction, and implement strategies for continuous improvement.
- Ensure compliance with company policies, procedures, and regulatory requirements.

Team development and training:

- Recruit, onboard, and train new branch staff members.
- Conduct performance evaluations, provide feedback, and implement development plans to support employee growth and retention.
- Foster a positive and inclusive work environment that promotes teamwork, collaboration, and accountability.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field (preferred).
- Bilingual proficiency in Spanish and English
- Proven experience in recruitment, staffing, or HR management, with a minimum of 2 years in a leadership role.
- Strong understanding of recruitment best practices, employment laws, and regulations.
- Excellent communication, interpersonal, and negotiation skills.
- Ability to multitask, prioritize, and work under pressure in a fast-paced environment.
- Proficiency in MS Office and recruitment software/tools.
- Valid driver's license and reliable transportation.

Additional Information:

Apply today and take the next step in your career as a recruiter / branch manager! To learn more about this position, contact Teri at 651-262-3403.

EOE: Twin City Staffing is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender

identity, national origin, disability, or veteran status. Join our team and lead the way in recruitment excellence! Apply now!