Job Candidate Screener

The job candidate screener assists the company in receiving resumes, verifying complete applications with candidates, communicating with candidates and their references, confirming their identification and assisting the company all the way to the candidate accepted offer.

Number of positions we are hiring for: 1

Required Skills:

- Analytical mindset with detail-oriented and list-based thinking
- Excellent written and oral communication skills, interpersonal skills, basic computer skills emphasis on Google Drive
- Good charisma and social personality with ability to adapt communication based on audience
- Must be able to especially communicate well on the phone in English for both incoming and outgoing calls
- Complete tracking sheets for candidate calls and reference checks have the ability to print, completely by hand, and then scan to drive OR on the website using electronic reference check sheet (which is private on the website)
- Incredibly organized to track status of Resumes and reference checks
- Familiar with Google Drive and Google Sheets to track applicants/reference checks and completed applications
- Must be able to navigate employment website to clock in and out for timecards
- Must be able to navigate company website to ensure candidate applications meet the required items for consideration

Duties:

- Call candidate references and/or email references website link to complete check on website
- Communicate by phone and/or email with candidates to complete application package
- Able to track many concurrent candidate packages on shareable Google Drive file
- Communicate with management on weekly update meeting
- Communicate with management when a candidate has a completed package and is ready for an interview and/or job offer

Education and Experience

- High school diploma at least is preferred
- At least two years of phone experience with references

Start date: ASAP

Job Type: Part-time/as-needed

Pay: $20 per hour based on experience, paid weekly - this is a W-2 employee position

Location: Work is 100% remote with email address login and VOIP number provided for incoming and outgoing calls. **Must have good wifi reception at remote workspace to support emails, website searching and phone calls on VOIP number.**

Work Hours are completely dependent on the employee to work as needed. Hours must be submitted daily on the iSolve app/website.

Work authorization: United States (Required) - this will be verified prior to work start

Identification: Government Issued ID such as Current Driver's License, Passport and Social Security Card (required)

Language: English

Employee would be required to adhere to Company General Work Requirements and Code of Conduct.