



Qualifications

- Bachelor's degree strongly preferred
- Interest in a sales or performance driven career
- Excellent customer service skills
- High energy
- Ability to show initiative
- Competitive mindset
- Ability to multitask and work in a fast-paced environment



Benefits

- Competitive salary with uncapped commission
- 401(k)
- Comprehensive medical insurance
- Dental insurance
- Vision assistance
- Paid time off
- Paid holidays off
- Employer financed life, long term and short term disability insurance
- Comprehensive training program
- Promotion opportunities
- Opportunity to participate in community and philanthropic events
- Gym membership reimbursement



Medix Career Opportunity Recruiter

Medix's internal team of dedicated employees provides workforce solutions to clients representing a variety of industries. We have been ranked as one of the fastest growing companies in the United States by both *Crain's Chicago Business Journal* and *Inc. Magazine*. We are looking to continue that growth by hiring additional talent for our recruiting teams.

Through our recruiting efforts, we are committed to fulfilling our core purpose as an organization, to positively impact lives. We are seeking valuable additions to the Medix team who believe in locking arms with their teammates and providing unsurpassed customer service to our clients. This hard work and dedication will allow us to make this goal a reality.

At Medix, you will begin in recruiting and have the opportunity to transition into promoted paths for professional recruitment or a sales account management role. We believe in promotion from within and have a great merit-based environment that allows for all of our employees to see growth opportunities.

In the recruiter role at Medix, you will identify, screen, negotiate with and place qualified candidates within our clients' organizations. As a company that is growing exponentially within the multiple industries, there is a tremendous opportunity in this position. The recruiting role lays the foundation for our team to become leaders with Medix.

As a Recruiter for Medix, you will be responsible for the following duties:

- Identify qualified candidates through a number of creative outlets (i.e. job boards, networking groups, social media, etc.)
- Screen and assess candidates through phone screening, interviewing, skills testing, drug/background screening and conducting reference checks
- Managing the maintenance of current talent on staff by ensuring excellent attendance, resolving any issues that arise and providing employee and client satisfaction
- Obtain and generate leads and set new meetings with prospective clients
- Assist with the management of client accounts by attending/shadowing meetings, sending correspondence and/or communicating with clients and resolving any issues
- Consistently meet and exceed weekly and quarterly quotas (to be established by management team upon employment)
- Our top performing recruiters will receive promotional opportunities in their chosen career path of recruitment or sales/account management