



Qualifications

- Service-oriented or previous call center experience is a plus
- Ability to work collaboratively in a team environment
- Driven and dedicated to hitting individual and team goals
- Strong work ethic
- Must be able to use many different online avenues to source candidates
- Professional and goal oriented demeanor



Benefits

- Competitive salary
- 401(k)
- Comprehensive medical insurance
Dental insurance
- Vision assistance
- Vacation/personal days
- Paid holidays off
- Employer financed life, long term and short term disability insurance
- Weekly pay
- Comprehensive training program
- Opportunity to participate in community and philanthropic events
- Gym membership reimbursement



Medix Career Opportunity Talent Coordinator

Clients turn to Medix for our expertise in sourcing qualified people to fill a variety of contract, contract-to-hire and direct hire opportunities from our Healthcare, Scientific and Information Technology divisions. Our internal team is the driving force behind our success and will continue to be the key factor in our growth in the years to come!

Our company is defined by our core purpose of positively impacting lives, so we are always seeking additions to the Medix team who possess this value. Due to recent growth, our National Delivery Team is seeking to hire Talent Coordinators.

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

- Perform sourcing, screening and phone interviewing of available candidates across the United States
- Create pipelines of potential candidates for future placement
- Build relationships with passive candidates by using creative forms of online resourcing (Boolean, social networking, LinkedIn, etc.)
- Maintain communication with prospective candidates to build and strengthen relationships
- Maintain accurate candidate tracking within the Medix ATS system
- Work well in a team-oriented and performance based setting with recruiters, delivery managers and other leadership
- Continuously gain knowledge of industries and specific recruitment techniques
- Generate leads for account and industry development