



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
JUNIOR RECRUITER
Independent Contractor, Remote
RCS Hospitality Group

ABOUT RCS

RCS Hospitality Group (founded in 2000) primarily serves the private club industry by offering strategic planning, operational consulting, training and development, and executive recruiting. We have been recognized 12 times with Excellence in Achievement Awards and have been honored as Staff Training Company of the Year five years in a row. We believe in providing outstanding customer service, helping busy managers recruit, train, and retain staff, and club leaders to achieve their goals. We go the extra mile for our customers, believing we are in a long-term relationship with them and celebrate together when we are successful.

Executive Recruiting and Talent Acquisition is a growing sector within RCS Hospitality Group, and we are seeking a motivated, energetic, and polished professional to join our team.

JOB DESCRIPTION

The Junior Recruiter plays an integral role in the recruiting process working with the entire RCS team and communicating with our clients and job candidates. Must be reliable and professional; able to work remotely and meet deadlines. RCS is a high-performing team of hospitality professionals - we have high expectations of ourselves and are interested only in those who desire continuous learning and improvement with meticulous attention to detail, an engaging personality, an optimistic outlook, and a teamwork attitude.

RESPONSIBILITIES

- Create job postings and distribute them through social media, company networks, and applicant tracking software (ATS)
- Use ATS for candidate workflows/communication, Spark Hire for interviews, HubSpot for CRM, and coordinate with Accucheck for candidate job assessments
- Update job postings on the company website and social media channels
- Meet with the RCS team weekly to discuss projects' progress
- Participate in meetings with Clients
- Prepare proposals and engagement agreements
- Create candidate portfolios for client use
- Source viable candidates, review resumes/applications, and prepare interview questions
- Participate in the interviewing process as needed
- Ensure the Recruiter is prepared for all in-person interviews



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QUALIFICATIONS

- Hospitality experience is a must, private club experience a plus
- Prior hiring, recruiting or HR experience preferred
- Management or supervisory experience preferred
- Must be proficient with all Microsoft 365 Products (Word, Excel, PowerPoint) and general use of a computer, email, and calendaring software (Outlook)
- Must have excellent verbal and written communication skills
- Must provide an example of organizational skills and have proven success meeting deadlines
- Must have a professional appearance in accordance with our private club client's expectations

OTHER REQUIREMENTS

- The Junior Recruiter will work remotely and meet frequently via Zoom with RCS Teams; Must be able to use their own computer or phone video for meetings
- We require computers to be updated with applicable anti-virus and security software in order to use our web-based tools and resources
- Some (infrequent) travel may be required with advance notice
- This is an Independent Contractor position, based on an hourly compensation rate
- All state and federal taxes, insurance, etc. are the responsibility of the Independent Contractor
- Confidentiality is of the utmost priority

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