



BOB MURRAY & ASSOCIATES

Experts In Executive Search

Bob Murray & Associates is an executive recruiting firm that works closely with many clients including cities, counties, special districts, and non-profits to identify outstanding candidates for their consideration. We are looking for a talented and experienced administrative professional to join our team as a Recruitment Coordinator.

Responsibilities include:

- Corresponding with clients to gather needed information.
- Writing and proofreading advertisement and brochure text.
- Placing advertisements online.
- Data entry.
- Posting updates to the website.
- Participating in Zoom meetings.
- Conducting online research.
- Preparing interview materials.
- Scheduling.
- Conducting reference checks.
- Updating spreadsheets daily.
- Answering phones.
- Managing multiple competing deadlines and prioritizing tasks.
- Additional duties as assigned/needed.

Recruitment Coordinators use **Word, Outlook, Excel, and Adobe Acrobat** on a daily basis. This position requires excellent written and verbal communication as well as **extensive knowledge of grammar, syntax, and spelling**. The Recruitment Coordinator must be task-oriented, detail oriented, punctual, and reliable. Applicants must have a typing speed of **55+ WPM**.

*Vaccination against COVID-19 is required.

A minimum of two years of office administration experience is required. A Bachelor's degree is desired. If interested in this position, please apply on our website at www.bobmurrayassoc.com and reach out to Alex Kopack with any questions at 916-784-9080.