



## **WE NEED HELP WITH RECRUITING!**

Andgar Corporation has an immediate need for temporary, part-time help in our Human Resources/Administrative department. We are looking for someone who is a self-starter, organized, and confident in calling prospective employees or potential business partners. We will set the working hours around your school schedule; however, candidates should have some availability during normal working hours.

### **Pay, Incentives, and Benefits:**

- Starting Salary Range: \$17- \$18/hr
- Accrued Paid Time Off (PTO)
- Counselor on staff

### **Specific duties include:**

- Research, identify, and recommend possible candidate matches
- Organize research findings into spreadsheets for management
- Contact qualified candidates for phone screening and interview scheduling
- Contact potential business partners to gauge interest in current or future partnership opportunities on upcoming projects
- Make recommendations to senior management on candidate selection

### **Qualifications:**

- Valid Driver's License and acceptable driving record
- Drug free including cannabis
- Previous work in cold calling, marketing, or recruiting is a huge plus
- Proficient with MS Suite products
- Must be self-driven for success
- Critical thinking, assessment, problem-solving and documentation
- Safe work mindset

We will determine working hours at the time an offer is made, however we anticipate this position to be at least 20 hours per week.

To apply, please submit a resume to [careers@andgar.com](mailto:careers@andgar.com)

*Andgar is an Equal Opportunity Employer. Veterans, Minorities and Women are encouraged to apply.*