

Agency Recruiter JDQ

The Agency Recruiter will direct efforts to source, select, and hire qualified candidates for the Financial Services Associate (FSA) position. Responsibilities include partnering with the agency Managing Director to create and execute comprehensive sourcing and recruitment marketing strategies for the FSA position. The Agency Recruiter will build and manage relationships with community contacts and core schools for campus recruiting. Additionally, the incumbent will play an active role in managing the selection process, assessing candidates' non-technical skills/knowledge and attributes, and ensuring a positive candidate experience. Serves as a contact person for the candidate, hiring manager, and recruiting coordinator on the status of the candidate.

Responsibilities include, but are not limited to:

Recruiting Activities:

- Develops sourcing strategies with MD
- Makes contact and follows up with candidates to create and maintain interest in the position and Prudential
- Builds pipelines of candidates for the FSA position
- Recruits, interviews and recommends qualified candidates
- Establishes and utilizes relationships with community groups, Centers of Influence, and other candidate sources as needed
- Will seek out and recommend sources of candidates including the Internet, colleges, job fairs, technical schools, etc.
- Establishes strong relationships with agency hiring managers
- Coordinates Candidate Information Seminars, including logistics, invitations and presentation of material

Transactional Activities:

- Attains candidate information, offer letters, communications as needed
- Manages candidate information via web based Applicant Tracking System
- Manages recruiting activities such as scheduling interviews, assisting and/or set up of recruiting events and providing assistance to candidates/applicants
- Responsible for reporting on recruitment and selection activities
- 10% travel

Qualifications:

- 5-7 years of experience in recruiting preferred
- Recruiting experience within the Financial Services/Sales industry a plus
- Life insurance, Annuity products and key competitor knowledge a plus
- Experience recruiting in a high-volume, fast-paced environment a plus
- Strong sourcing skills with demonstrated successes utilizing current on-line sourcing techniques, networking and building pipelines
- Comprehensive behavioral based interviewing and candidate assessment skills
- Strong consultative and relationship building skills to support agency managers and convert candidates
- Utilization of market intelligence to source talent
- Strong communication skills, including consultation, collaboration and influence
- Presentation/oral communication skills
- Must be able to self manage
- Analytical ability: problem-solving skills
- Organization/time management skills
- Active in professional and community organizations
- Technical capabilities: Microsoft Word, Excel, PowerPoint, database systems, applicant tracking systems

Demonstrated attention to detail in previous positions

Licensing:

Series 6 & 63 registrations, Life/Health license

Pre-employment Screening:

This position requires an in-depth background and criminal check.

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