



career opportunity

RECRUITMENT COORDINATOR/ PROJECT MANAGER

WBCP, Inc.

Location: Rogue River, OR

Salary Information Available Upon Request

WBCP, Inc. seeks four full-time Recruitment Coordinator(s) and/or Project Manager(s) to work from our Rogue River, OR (Southern Oregon) headquarters. WBCP is an Executive Recruiting and Human Resources consultancy firm that specializes in the public sector and non-profit organizations. Ideal candidates will thrive in a fast-paced, collaborative, and supportive team-based work environment where direct communication and continual career growth are valued. We are looking for a Jack or Jill of all trades in administrative and recruitment support with a strong emphasis on project management.

Sample core duties of this role include networking with candidates, interfacing with clients via email and phone, processing application paperwork, coordinating interview panel calendars and communications, and providing direct project management support to our Executive Recruiters and Management Team. The Recruitment Coordinator/ Project Manager will report to the Vice President and Chief Operating Officer and assist the entire WBCP team as needed. We work with an all-hands-on-deck mentality, meaning you will get the opportunity to work on various projects and tasks. Every day at WBCP looks different, and we are looking for a Recruitment Coordinator/ Project Manager who will remain flexible when clients' needs quickly change. The ideal candidate for this position is adaptable, proactive, and committed to providing a high level of customer service. If you have a background in administrative duties, strong project management skills, can balance multiple projects at once, and want the opportunity to work for a growing company, apply today!

the **COMPANY & CULTURE**

WBCP IS AN EXECUTIVE RECRUITING AND HUMAN RESOURCES consultancy firm that has been operating since 2004, supporting public sector and nonprofit clients in Oregon, California, Arizona, Colorado, Idaho, and Washington and quickly expanding to other states. Recruiting is the core of our business and involves working with clients, applicants, and a good deal of project-management work that moves quickly. WBCP has remote staff located in California and Wisconsin, with the majority of our team located at our Headquarters Office in Rogue River, OR.

WBCP has significantly grown in the last three years, and we are using this growth as an opportunity to take a thoughtful and measured approach to workplace culture. We have reimagined the workplace with employees' needs taking center stage. We are also committed to finding ways for the organization to create a positive economic impact in the communities we serve. Due to our recent growth, we have recently moved into a larger office space in the heart of downtown Rogue River. This new 7,000-sq-ft. office space is a historic 100-year-old brick building that we have completely renovated into a state-of-the-art office with modern amenities (such as an in-office kitchen and onsite daycare) all the while paying homage to the building's history.

The building's mixed-use features have brought the work culture and community to life! In addition to the 3,000-sq-ft. main floor office space, the building also features two 1,500-sq-ft. short-term vacation rentals upstairs and a 1,100-sq-ft. daycare in the basement, providing convenience and comfort to WBCP employees.



the **JOB**

WBCP HAS BUILT A BRAND where our clients know they can trust us and expect us to handle each phase of a recruitment with expertise and professionalism. The Recruitment Coordinator/ Project Manager will support our Executive Recruiters through each client's hiring processes and provide exceptional project management support. While the day-to-day work in this role will vary, typical job duties include calendar and timeline management, producing recruitment content, scheduling meetings for the Executive Recruiter, attending client-facing meetings to keep track of tasks and next steps with clients, and communicating directly with candidates and clients. In addition to the client and candidate interface, the Recruitment Coordinator/ Project Manager will be a crucial player in the behind-the-scenes work with the Executive Recruiter. This includes reviewing resumes, processing candidate paperwork internally, partnering with others on the team to develop interview questions and recruitment strategies, and special project assignments. In this role, you will not only be able to hone your project management skills but also become well-versed in the world of recruiting for public sector, nonprofit, and private sector clients with endless opportunities for long-term growth with the organization.



the **IDEAL CANDIDATE**

THE IDEAL CANDIDATE will be deadline driven and should have strong attention to detail, excellent time management skills, and the ability to work independently with minimal supervision. As a Recruitment Coordinator/ Project Manager, they will be responsible for overseeing complex recruitment projects from start to finish, delegating work to entry-level staff, managing multiple timelines, and ensuring that recruitment goals are achieved in a timely and efficient manner. They will be a diligent professional who thrives on feedback and is eager to continually improve their skills. This role requires exemplary communication skills and a desire to take initiative, requiring candidates to balance independent and collaborative work.

DESIRED SKILLS:

- Ability to manage multiple competing priorities
- Comfortable and adept at using computers and applications (MS Word/ Outlook/ Excel/ etc.)
- Able to work independently and be a critical thinker, e.g., be able to identify what needs to be done next before being asked
- Highly ethical and trustworthy
- Resourceful
- Detail-oriented
- Willing and able to learn and grow
- Professional demeanor and exceptional customer-service attitude
- Be able to coordinate and communicate with all levels of the organization, from the Executive Team to support staff
- Be motivated by achievement and task completion



EMPLOYMENT STANDARDS

- Possession of a valid and appropriate Oregon Driver License.
- At least one year of experience in a strong project management role.
- Completion of a satisfactory background investigation prior to hire.
- Must live in the Southern Oregon region.
 - Within commutable distance to the Rogue River, OR, headquarters with hybrid telecommuting opportunities.

SALARY & BENEFITS

Salary information is available upon request, with a benefits package that will include:

- Medical and dental benefits available (employer pays up to 75%).
- IRA available with company match up to 2%.
- Company-provided cell phone or monthly stipend if choosing to use personal phone for business purposes.
- In-office kitchen with company-provided coffee and snacks.
- Dog-friendly work environment.
- Company-subsidized on-site childcare.
- Company-provided technology (computer, etc.).



HOW to APPLY

Apply ASAP, as we will conduct interviews with qualified candidates as they are identified. We hope to have this position(s) filled by June 2023.

Complete an application and submit your resume and cover letter at: <https://wbcpinc.com/job-board/>

QUESTIONS?

Contact our office at:

- **541-664-0376**
- [**stephanie@wbcpinc.com**](mailto:stephanie@wbcpinc.com)