

## Account Executive & Recruiter role at Craft Recruiting

The Account Executive or Recruiter role at Craft Recruiting involves a mix of sales and recruitment responsibilities. The main focus is to identify and deliver highly qualified MEP (Mechanical, Electrical, and Plumbing) professionals and executives to meet client needs. Here's an outline of the key elements for this role:

1. **Client Relationship Management:**
  - Build and maintain strong, long-term relationships with clients.
  - Understand client needs and provide staffing solutions tailored to their requirements.
2. **Candidate Sourcing & Recruitment:**
  - Source and vet candidates who are a good fit for client opportunities.
  - Manage the full recruitment cycle, including outreach, interviewing, and presenting candidates.
3. **Business Development:**
  - Reach out to potential clients to generate new business.
  - Work to expand the company's footprint into larger markets by cultivating leads and closing deals.
4. **Quota-Driven Environment:**
  - Meet weekly call and metric quotas and maintain productivity with minimal supervision.
  - Time management and self-discipline are essential to success in this role.
5. **Work Flexibility:**
  - May involve phone calls outside regular business hours depending on market needs.

### Desired Skills:

- **Self-Starter:** Ability to take initiative and work independently.
- **Sales Acumen:** Strong skills in business development and relationship management.
- **Recruitment Experience:** Experience with sourcing, vetting, and placing candidates in the MEP sector or similar industries.
- **Communication:** Strong interpersonal and communication skills to work with clients and candidates effectively.
- **Drive & Accountability:** Ability to manage time effectively and stay on track with targets without constant supervision.

### **About Craft Recruiting:**

Craft Services is a growing recruitment firm specializing in MEP (Mechanical, Electrical, Plumbing) staffing across Arizona, Texas, Florida, and California. Founded in 2022, we provide tailored recruitment solutions to connect clients with top-tier talent. Our team upholds Christian values and promotes a positive workplace culture.

### **Responsibilities:**

- Develop and implement targeted sourcing strategies for executive-level roles (e.g., Senior Vice President, Managing Director).
- Build and manage client relationships within your territory.
- Source, screen, and interview candidates for open positions.
- Follow up with clients post-placement to ensure satisfaction.
- Research the market to identify new business opportunities.
- Partner with internal teams to understand client hiring needs.
- Drive new client acquisition through business development efforts.
- Maintain a candidate pipeline for future placements.
- Handle candidate offers and negotiate as needed.
- Recruit and use tools to find qualified candidates
- Communicate effectively with both clients and candidates.

### **Qualifications:**

- Experience in business-to-business sales and recruitment, particularly in executive roles.
- Proficient in applicant tracking systems (ATS) and recruitment tools.
- Strong communication skills, both phone and email.
- Sales-driven with the ability to adapt to a fast-paced environment.
- Ability to work independently and meet deadlines.

### **Compensation & Benefits:**

- **Salary:** \$75,000 to \$450,000 (salary based on commissions).
- **Flexible hours** and opportunity for growth.

### **How to Apply**

Please send your resume to Matia Gillespie through [Matia.Gillespie@craftservices.co](mailto:Matia.Gillespie@craftservices.co), We appreciate your interest, but please note that we will only be contacting successful applicants.