Attorney Recruiter

Description

A large, national firm needs an Attorney Recruiting Specialist to support the Attorney Recruiting Manager. The Attorney Recruiting Specialist is responsible for managing the recruitment and hiring process for attorneys at the firm. This includes developing and implementing recruiting strategies, sourcing, and identifying potential candidates, screening resumes, and managing the onboarding process.

Responsibilities

- Develop and implement recruitment strategies for attracting top legal talent.
- Utilize various recruiting channels and methods to identify and attract potential candidates, including job boards, social media, referrals, and networking events
- Screen resumes and applications to assess candidate qualifications
- Coordinate and manage the interview process, including scheduling interviews, preparing interview materials, and conducting follow-ups with candidates

Qualifications

- Bachelor's degree
- 3+ years of experience in legal recruiting, preferably in a law firm or corporate environment
- Knowledge of legal industry and hiring trends
- Excellent communication and interpersonal skills
- Strong organizational and project management skills
- Ability to work independently and manage multiple priorities

Contacts

If you meet the requirements of the job and are interested, please submit your resume or contact:

- Jenna Betancourt
- jenna@matfar.com
- 213-996-3747

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization
Matura Farrington Staffing Services

Employment Type
Full-time

Industry
Legal, HR

Job Location
Chicago, Dallas, Houston, DC, Boston, Florida

Working Hours
Hybrid. 3 days in office. 7.5-hour work day.

Base Salary
$ 75K - $ 100K

Date posted
May 11, 2023