**Why Work for the JFC Staffing Companies?**

JFC has been voted *Simply the Best Staffing Agency* by Harrisburg Magazine for 12 consecutive years! Our presence in central PA has only strengthened since our founding in 1975, and our family-focused, encouraging work environment has helped us get voted one of the *Best Places to Work in PA!* for 9 years. JFC has also been named Best in Staffing for its 5th year in 2018, a title that is only awarded to 2% of all staffing companies throughout the U.S. and Canada.

**JFC Workforce** is an independently owned and operated recruiting firm in south-central PA showcasing some of the top recruiters in the industry. For the past 40+ years, our business has been centered around the positive experiences our expert, certified recruiters provide candidates and hiring managers in the region. The family-oriented culture and entrepreneurial feel we have designed give our team members the support and freedom to develop into competent professionals.

**Recruiting Support Specialist**

Recruiting Support Specialists (RSS) work alongside our experienced Recruiters to form relationships with local candidates. You won’t just be filling open positions—you will be connecting capable professionals with top companies in the region to help them develop their careers. You will serve as a guide to the candidates you support, helping to coach them on interview strategies, resume writing, and how to transition into a new company. You and your team help professionals get their foot in the door, and help companies fulfill their business needs with talented individuals.

RSS’s are brought into JFC Workforce as new and budding professionals looking to build upon their already-strong communication and critical thinking skills. Our thorough training program, ever-present guidance from peers, and one-on-one support from our knowledgeable management team will help you build the skills necessary to become successful. You will be paired with a mentor for your first 6 months, and will also have dedicated, invested managers to advise you on best practices.

**What you need:**

* A strong work ethic and sense of accountability
* Excellent communication skills in person, over the phone, and in writing
* An open mind, allowing you to take constructive criticism, suggestions, and advice in stride
* An unwavering dedication to providing excellent customer service, and supporting all customers in an ethical manner
* Flexibility to change tasks quickly, and to abandon one plan for a new one
* The ability to prioritize tasks and approach each one with a strong sense of urgency
* Impeccable critical thinking, problem-solving, and decision-making skills
* Curiosity, and a little bit of competitiveness
* A Bachelor’s degree is preferred, but not required

**What we offer:**

* Meaningful work, and the chance to positively impact others’ lives
* A supportive, family-focused company culture
* A company with longevity and a fantastic reputation within the recruiting industry
* A nimble company with a forward-thinking mindset that can make decisions without a lot of red tape
* Continual investment in new technologies and tools to help the entire company excel and grow
* An entrepreneurial approach with the flexibility to bring your individual input and ideas into your work
* Training, materials, and fully-paid testing to acquire industry certifications
* Base salary plus a newly-enhanced, tiered bonus plan with no cap!
* Profit sharing
* A rewards program for employees to recognize each other for their outstanding customer service, and for the support they provide one another
* Top Performer Club with multiple tiers in which you can earn trips, half-day Fridays in summertime, extra PTO, and more!
* Paid holidays (including your birthday), and ample PTO that grows as your tenure does with us!
* Health insurance, dental, vision, LTD/STD, and 401k
* Employee-run community service program, targeted to an employee-selected charity (or two) each year

If you're interested in learning more, **don't wait to apply**! We’d love to have more people become a part of what we do!