

## **Company Overview:**

**GalaxE.Solutions®**, Inc. (**GalaxE**), is an industry leader in designing and deploying business processes and supporting systems that enable clients to transact and share information across internal networks and the Internet, targeting business results, competitiveness and efficiency. With state-of-the-art delivery centers in Detroit, MI, Somerset, NJ, Bangalore, India and Toronto, Canada, GalaxE leverages its expertise in professional technology, staffing and managed services to deliver quality solutions for the most demanding business and user requirements.

**Galaxy Systems**, Inc. is a national IT professional services firm, established in 1990, that offers a full suite of services to Fortune 1000 companies. Galaxy is headquartered in Somerset, NJ with regional offices in New York City, Bangalore, India, Michigan, and Canada. Galaxy's reputation for rapid delivery of quality technical expertise and IT solutions has earned it preferred vendor status with high profile clients in the financial, pharmaceutical, retail, and communications sectors, as well as many emerging technology companies.

<b>Job Title</b>	<b><u>IT/Technical Recruiter</u></b>
<b>Location</b>	United States – Detroit – Michigan
<b>Position Type</b>	Full-time
<b>Job Description</b>	Screens, interviews, and recommends prospective employees for employment in entry-level and experienced technical positions. Works with search firms or other placement agencies, and determines optimum recruitment method to develop and maintain a highly qualified candidate pool. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager.
<b>Qualifications</b>	Required: * 3-5 Years of IT / Information Technology recruiting experience, including experience with vendor portals, direct requirements, internal / FTE requirements * Experience updating and maintaining candidate tracking systems and reports * Ability to multi-task, managing various tasks at once * Work well under general supervision, yet be self-motivated and have the proven ability work independently * A certain degree of creativity and latitude is expected * May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area.

**Responsibilities**

- \* Will be required to screen, interview, and recommend prospective IT / Information Technology professionals for employment in entry-level and experienced technical positions
  - \* Determine optimum recruitment method to develop and maintain a highly qualified candidate pool
  - \* Work with search firms or other placement agencies
  - \* Should be familiar with a variety of the field's concepts, practices, and procedures.
- Would be required to rely on experience and judgment to plan and accomplish goals
- \* Will typically report to a supervisor or manager

**Contact**

Respond with formatted resume, location, and work authorization status, and salary requirements for immediate consideration.  
[ctowner@galaxysi.com](mailto:ctowner@galaxysi.com)

**Galaxy is an Equal Opportunity Employer (EOE).**

<http://www.galaxysi.com/> & <http://www.galaxesolutions.com/>