



building companies and changing lives.

## Research & Sourcing Manager Job Description

### **OUR PURPOSE - #DTE (DREAM – TRUTH – EXECUTION)**

#### **What is your Dream? Do you know your Dream? Are you willing to go after your Dream?**

If your answer is yes, let's share in the dream of building a superior, authentic business together. We are searching for our next, core group of team members and future leaders. At Protis, you will grow professionally and have an experience like nowhere else. Your efforts are mentored through leadership, **results are rewarded** and your career path is unlimited. You will have the opportunity to be a part of something uniquely special not only in the executive search world but in the professional world.

The combination of living the Protis Core Values and a true commitment to helping our team members develop and help them realize their personal scorecards/ and dreams will be the foundation each and everyday. The resulting successful outcomes are the by-product of building our client's teams and changing lives of the talent we touch.

**LOOK...** Protis values high performance versus the spotlight. We are about one's accomplishments not years of experience or age. We are about talent and fit- not credentials and potential. We are about discipline and detail to ensure consistency and sustaining winning results. We are about winning!!

#### **Position Summary:**

As a RSM with Protis, this position will be responsible for seeking out talent to build the database and fill existing job orders. The RSM will also be responsible for researching companies in other means to find open jobs. In this position the Protis team member must feel comfortable in all aspects of the Digital Marketing including some basic SEO knowledge and extensive Social Media experience. The RSM must have a willingness to learn new technology.

#### **Responsibilities:**

- Develop a targeted, daily plan of attack to maximize productivity for team members
- Daily Weighted Time:
  - Process/ Systems Support
  - Research Support
  - Recruiting Support
  - Business Development Support
- Identify open jobs with existing, current and prospective companies
- Maintain social media specific to team

- Accountability document creation
- Identify trends in the marketplace within the industry
- Knowledge of Linked In and learning the Protis database, manage the database in an orderly fashion
- Help other members of the team develop personally and professionally

### **Profile**

- 4 year college degree
- Previous research experience
- Excellent verbal and written communication skills
- Ability to interact effectively with external candidates and clients, and internal team at Protis
- Strong computer skills and familiar with social media
- Ability to multitask and prioritize
- Ability to work in a team environment
- Positive energy and enthusiasm
- Competitive background in extracurricular activities preferred

### **Position Offers:**

- Thorough training in “The Protis Way” (Communication, Execution and Value Sell models)
- Opportunity to earn career awards and annual incentive trip
- Base salary plus bonus
- Benefits, 401K + Match, and Discretionary Profit Share
- Based in Miami or Indianapolis