



Company: The Berkner Group
Industry: Recruiting (Cleantech and Edtech)
Location: 412 Red Hill Ave, Suite 21, San Anselmo, CA
Position Title: Search Associate
Reports to: CEO
Salary Range: \$48k-\$72k base plus on-target bonuses of \$12k-\$24k
Travel: No travel required
Position type: Permanent - Full time
Start Date: August 2015
Contact: Chris Berkner, jobs@berknergrou.com, 415-528-2455

Background:

The Berkner Group is a boutique recruiting firm that helps build winning teams for innovative cleantech and edtech companies nationwide. Founded and run by a former cleantech venture capitalist and CEO, we strive to embody innovation, integrity, effectiveness and enjoyment in everything we do. We're based in sunny San Anselmo, just north of San Francisco, with easy access to public transit, bike paths, shops and restaurants.

By finding and recruiting world-class, emotionally intelligent engineers and executives for mission-driven, high-impact companies, we're making the world a better place. Want to join us?

We're seeking a Search Associate to help us fulfill our clients' hiring needs. This is a great opportunity to start or develop your career as a recruiter and manager, under the direct mentorship of an experienced executive, using a fresh, modern, high-integrity approach.

Here's what you'd be doing:

- Write and analyze Job Descriptions.
- Write and refine messages to candidates.
- Manage research processes to identify qualified candidates.
- Monitor researcher progress on job assignments and give researchers feedback and guidance.
- Handle a variety of administrative requirements related to remote team management.

- Respond to candidate interest in job openings; schedule interviews with clients and candidates via email & phone.
- Answer occasional incoming phone calls and assist with other administrative and special projects as needed.
- Conduct candidate interviews.

You'd be right for this role if:

- You're friendly and upbeat, with strong communication and social skills;
- You're a strong writer;
- You maintain a consistently flexible, positive attitude in the face of challenges and uncertainty;
- You've got a mature sense of judgement, and you gracefully navigate complex interpersonal situations;
- Designing, implementing and tracking people-based workflow processes gets you excited (or at least doesn't intimidate you);
- You're reasonably attentive to detail but you always keep the big picture in mind;
- You're able to remain organized in a fast-paced work environment;
- You have some interest in Green Technology or Educational Technology;
- Learning new skills and working hard come naturally to you;
- You're available to work normal business hours in person in San Anselmo;
- You're interested in exploring or continuing a career in recruiting;
- You have decent familiarity with Microsoft Excel or Google Spreadsheets; and
- You're excited about joining, and helping to build, a small team environment.

We'd be even more excited to meet you if you have:

- Management experience, especially in a remote team environment;
- Human Resources and/or recruiting experience;
- Experience writing marketing copy;
- Experience with project management or workflow process development;
- Advanced skill with Google Apps, especially Google spreadsheets (and/or Microsoft Excel);
- Background in technology or sales.
- Experience working in a technology company.

Here's what we have to offer:

- A base salary range of \$48k to \$72k, plus on-target bonuses of \$1k-\$2k per month;
- Medical, dental, vision, and a commuter allowance;
- 4 weeks of paid time off plus holidays;

- A pleasant office environment with natural light, vaulted ceilings and a sit-stand desk;
- Allocation for your continuing education;
- Gym or yoga studio membership;
- Opportunities for rapid advancement.

If you think this opportunity could be up your alley, we'd love to hear from you! Please send a cover letter and resume to jobs@berknergroupp.com and please give us some idea of your compensation goals.