



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners can gain access to a modern suite of tools to help making running their business easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion, and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

### **The Role: Senior Recruiter**

This individual will be accountable for managing the end-to-end talent attraction process for Autobooks. He/she will be continuously developing and cultivating partnerships with key organizational stakeholders, such as hiring managers, business heads/leads, and human resources partners, and internal and external talent.

### **Responsibilities:**

- Manage full-cycle recruitment process for teams throughout the organization
- Partner with hiring teams to understand their organizational objectives and drive a customized hiring plan to achieve those goals
- Create unique strategies to identify, attract, engage, and close the best talent from branding and events to sourcing and referrals
- Manage candidates in process to provide them with the most delightful candidate experience
- Mentor fellow members of the recruitment team on best practices
- Build processes that will help the recruitment team scale its efforts for years to come
- Proactively contribute to improving Recruiting by challenging the status quo and providing useful suggestions for improvement

### **Required Experience/Skills:**

- 5+ years of full-cycle recruiting experience ideally with 2+ years within a high-growth tech environment
- Both agency and in-house experience a big plus
- Experience coaching hiring managers, guiding them through the whole recruiting process
- Proven experience sourcing and closing profiles ranging from mid to senior Leadership positions
- Drive to find and connect with the best talent
- Experience building representative candidate pipelines and helping hiring managers create inclusive teams
- Familiarity with funnel metrics - you can use your data to understand and predict candidates needed to achieve hiring targets
- Ability to qualify a candidate and understand what each candidate brings to the table, as well as connect that candidate with the right opportunity
- You're an owner, motivated and quick to take ownership of your work.



- At your best in a fast-paced, constantly changing environment
- You're a relationship builder and place great importance on candidate and hiring manager experience.

**Our Values:**

- Teamwork
- Sense of Urgency
- Integrity/Ethics
- Accountability

**Job Location:**

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to [careers@autobooks.co](mailto:careers@autobooks.co) and indicate "Senior Recruiter" as the subject. To learn more about us, visit [www.autobooks.co](http://www.autobooks.co).