



JOB ANNOUNCEMENT

Title: Life Sciences Recruiter
Location: Virtual (company based in San Francisco Bay Area)
Hours: General Business Hours, but flexible
Duration: 6 months, 20 hours per month
Reports to: Senior Director Project and Audit Management
Compensation: Hourly rate TBD. This is a non-exempt position with no medical benefits offered.

MWA Consulting, Inc. provides compliance consulting expertise to the pharmaceutical, biotechnology, cosmetics, dietary supplements, and medical device industries. We are seeking an experienced recruiter who knows the life sciences industry, and who can assist us with growing our consultant base to serve our expanding roster of clients both domestically and internationally.

SUMMARY: The Life Sciences Recruiter will assist Account Managers with sourcing, screening, selection and placement of consultants who are contracted to meet the needs of MWA's life sciences clients.

RESPONSIBILITIES:

- Identify, document, and address current and prospective consultant needs
- Pre-screen CVs from prospective consultants and provide summary to Account Managers highlighting those that meet current client needs
- Support the qualification of candidates (sending, receiving, and filing qualification questionnaire, interviews)
- Maintain relationships with current and prospective MWA Consultants
- Determine appropriate recruiting sources for advertising and posting consulting opportunities
- Conduct reference and education checks using a third-party service
- Document candidate evaluation and interview process
- Issue and maintain all necessary documentation required to onboard consultants, including contract, training records, and other HR documents.
- Support maintenance of MWA's library of consultant CVs and resource database
- Respond to consultants who contact MWA seeking contracting opportunities
- Ensure that MWA stays current and in compliance with legal requirements and industry standards as they relate to working with contracted consultants
- Compiles data as required to provide analysis of recruitment process
- Undertakes project assignments as required aimed at improving the company's recruitment activity
- Other activities as necessary to ensure a robust consultant roster

Requirements:

Minimum 5 or more years of full-time experience working in a high-volume recruitment role conducting all facets of recruitment in the life sciences.



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- Experience recruiting for a variety of positions within the life sciences / biotech sector
- Familiarity with laws, regulations and best practices applicable to hiring and recruitment
- High level of proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Proficiency utilizing job posting websites / social media for recruitment purposes
- Solid expertise prioritizing and multitasking
- Self-sufficient and able to work with little direct supervision
- Ability to drive the consultant recruitment process
- Collaborative team member with excellent organization skills, attention to detail and strong sense of urgency and follow-through
- Excellent verbal, written, interpersonal, communication, interview, and negotiation skills
- Must be able to maintain a high degree of confidentiality
- Energetic multitasker with positive attitude
- Ability to represent MWA in a positive and professional manner

Application process:

Please submit CV in PDF format to lisa@mwa-consulting.com using the Subject line: Recruiter followed by your last name. No phone calls will be accepted.