



## Position Opening

# Consumer Research Recruiting Supervisor

The National Food Lab, a premier laboratory consulting firm, is expanding its sensory evaluation department and has an opening for a **Consumer Research Recruiting Supervisor**.

Position Description: The Recruiting Supervisor supports the Consumer Research area by leading our efforts to recruit consumers to participate in consumer testing. Tasks including but not limited to: computer input/programming to recruit consumers online, providing adequate staff to conduct telephone recruiting, and supervision/motivation of temporary recruiting staff.

### Key Responsibilities:

- **Primary responsibility for The NFL's consumer recruiting function.**
- **Learn/understand the automated software and provide computer input/programming to set up screeners to recruit consumers online.**
- **Ensure adequate staff is available to support all recruiting from The NFL's database of consumers; add to the staff as needed. Work with temp agency to ensure labor laws are followed.**
- Keep database updated with information received from consumers.
- Monitor the performance of recruiters by checking incidence of disqualifications, spot listening and giving feedback and training as needed.
- Monitor motivation of recruiters and address issues as they arise.
- Train and maintain a back-up supervisor to fill in during the supervisors' absence.
- Maintains a clean, sanitary, safe and well-organized working environment.
- Works efficiently as a team with Division staff to accomplish business objectives.
- Interfaces effectively with consumers, division staff and recruiters. Other tasks as assigned.

### Experience/Educational Requirements:

High School diploma or GED, with 2-5 years market research recruiting experience or a combination of education and work experience indicating an ability to effectively perform the essential functions of the position.

### Other Knowledge, Skills and Abilities:

Strong computer skills a must (MS Word, MS Excel), including the ability to learn new software and provide routine programming. Ability to: work efficiently with others as part of a team, act as supervisor/team leader for recruiting team, communicate effectively in both oral and written forms; compose quality written materials; and effectively present information to other members of staff. Requires some flexibility in work schedule including evenings, weekends. Reasoning Ability: Strong logic skills. Apply common sense understanding to efficiently carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

APPLY:

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Competitive salary, commensurate with experience. Comprehensive benefits package.