

Management Position

Maxim Healthcare Services is one of the leading providers of medical staffing, home health and wellness services in the United States. Founded in 1988, Maxim has rapidly expanded to include 12 divisions and over 400 branch offices in 44 states and the District of Columbia. We have earned a position as an innovative leader in the healthcare industry through our emphasis on patient care and customer service. Today, Maxim is one of the largest privately owned companies in our industry.

As a member of our sales team, your training will begin in a branch office learning the daily business operations. Maxim is dedicated to the continual professional development of our Sales/Management Staff. Our new employees, and even our seasoned sales veterans, enjoy the benefits of Maxim's innovative approach to management advancement. Through field training exercises and seminars at our corporate headquarters in Columbia, Maryland, our staff members are equipped with the skills needed to be successful.

Maxim's Sales/Management staff will learn the latest advancements in Recruiting Techniques and Strategies, Sales Training, Human Resource Management, Office Operations, and Customer Service. In addition to your formal training, you'll gain hands-on experience as you perform the following responsibilities:

- Recruit through various sources, to include the Internet, referrals, nursing schools, direct mail and job fairs
- Maintains awareness and understanding of compliance — Maxim policies, State Regulations and contract specific requirements.
- Demonstrates the ability to guide a candidate through Maxim's hiring process.
- Facilitate the hiring process, which includes interviewing and screening candidates
- Manage up to 100 healthcare professionals and place them on top medical assignments
- Consult with clients to provide staffing solutions
- Resolve client customer service issues
- Analyze financial reports and edit weekly payroll
- Assist Sales Manager in prospecting new business
- Assist in all operations and marketing efforts
- Provide 24 support to our clients

We believe that the best Sales Recruiters are dedicated self-starters that thrive

in an environment where hard work and determination are standard. We invite you to join our fast paced environment where you can demonstrate leadership abilities, interpersonal skills, and your desire to pursue a career in sales while providing an invaluable option for your clients' staffing needs.

Qualifications

Requirements:

BA/BS Preferred

Self-Starter

Able to meet deadlines

Ability to excel in a fast-paced, team environment

Organized with attention to detail

Time management skills

Demonstrate leadership

Public relations ability, interpersonal skill & professional telephone manner

Customer Service

Possibility of relocation after 18-24 months for promotion

Desire to pursue a career in sales

Our company is committed to maintaining a challenging environment that promotes personal accountability, personal growth, and an active role in the driving vision of the company. We offer competitive pay, full benefits including medical, dental and vision coverage as well as 401(k), 529 college savings plan, basic life insurance with the option of supplemental and 17 days paid time off (*) in addition to holidays.

To learn more about Maxim Healthcare Services, please visit our website www.maximhealthcare.com and APPLY ONLINE at www.joinmaxim.com.

Job Entry Level Sales/Management

Primary Location CA-San Francisco

Schedule Full-time

Job Level Entry Level

Education Level Bachelor's Degree (±16 years)

Shift Day Job