



Smartsheet is looking for a **Senior Recruiter** with a strong track record of success to manage recruiting for a fast growing, high revenue-growth Software as a Service (SaaS) company that is changing the way teams and organizations manage and coordinate work. This position reports to the Director of Finance and is located at our headquarters in Bellevue, WA.

With tens of thousands of subscribing organizations and millions of users in 160 countries, the company is uniquely positioned to attract high performing team members who thrive on challenging initiatives at global scale. Company leadership is comprised of executives with deep experience and demonstrated success in the software industry.

**Education and Work Experience:**

- 5+ years relevant work experience
- Bachelor degree preferred
- SaaS recruiting experience preferred
- Experience sourcing for both technical and quota-driven sales preferred

**Required Skills:**

- Ability to engage, excite and close candidates while living the values and culture of Smartsheet
- Ability to maintain, execute and report weekly recruiting metrics for recruiting team, including hires, starts, candidate source and declines
- Ability to provide both excellent service to hiring managers and a professional and engaging experience to candidates
- Well-organized, ability to prioritize tasks, meet deadlines and manage a high-volume requisition load while maintaining a high level of accuracy
- Ability remain professional and flexible while under pressure
- Professional and effective written and verbal communication skills
- Experience with applicant tracking systems, including selection and configuration
- Experience with office tools, such as Excel, Word, PowerPoint and cloud services
- Ability to analyze problems, develop/recommend options and resolve issues
- Ability to perform work of a confidential nature in a professional manner, and constantly maintain a high level of integrity

**Duties/Responsibilities:**

- Manage full lifecycle of recruiting, including maintenance of weekly recruiting metrics and candidate tracking system
- Recommend and manage recruiting programs, e.g. careers page, postings, job fairs, advertising
- Draft job descriptions, and research and recommend salary ranges
- Source candidates to generate a consistent candidate pool
- Engage agencies as necessary and within budget; negotiate agency terms and manage relationships
- Manage and coordinate all communication with candidates: perform candidate screening interviews, recommend qualified candidates to hiring managers, recommend and manage full interview process, successfully negotiate offers, kindly and promptly decline



- Draft offer letters for approval, perform thorough reference checks and process background screenings
- Ensure compliance with EEOC and applicable federal, state and local employment law.