

Are you looking for the right career choice? Would you like to help others find the right career as well? Well choosing the right career just got easier! For over 31 years RPM Consolidated Services, Inc. has had the privilege of providing quality services to our customers. We are currently looking for a **Driver Recruiter** for our Harbor Division. So if you are team-oriented, driven, and highly motivated and looking for a dynamic environment then apply with us!

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Recruitment**

- Full responsibility for recruiting and maintaining a pipeline of Independent Contractors (IC's) with their own three axel commercial vehicle(s) 2010 or newer;
- Prescreen applicants to ensure compliance with all Department of Transportation (DOT) guidelines and regulations;
- Qualifying Driver and submitting to safety for processing once all DQ paperwork is complete;
- Visit ports and research competition, as well as, advertising to maximize all tools to recruit qualified IC's to contract with RPM.

To support these efforts, the Driver Recruiter must understand and be able to explain the economics of contracting with RPM, including start-up resources needed, weekly, monthly, quarterly and annual costs and deductions, and on-going cash flow management issues that are essential to the ICs success. The Driver Recruiter needs to be able to clearly explain the advantages of contracting with RPM.

### **Administration**

Enter all driver manifests daily into the JJ Keller system before being sent to Safety in the Corporate office. Data must be current and manifests sent timely (24 hours) to ensure that drivers are paid the correct amounts in a timely manner. Violations will be returned by Safety and each driver must be confronted or addressed to correct the manifest or logs to conform to regulatory or RPM rules. The goal is to reduce or eliminate the violations through the communications with the drivers.

Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- High school diploma or GED;
- One to two years of verifiable experience in a like position;
- Must have experience in the Harbor
- Proven communications skills (written and verbal);
- The ability to speak Spanish is a plus;
- Must be computer literate using MS Word, Excel and Outlook;
- Strong self-discipline and initiative.

The company offers a competitive benefits package, which includes, Medical, Dental, Vision, Prescription Drugs, Life Insurance, 401(k), Holiday pay, Vacation pay, Sick leave pay and other Incentive programs.

RPM Consolidated Services, Inc. is an equal opportunity employer who requires a drug free workplace. Employment sponsorships are not available for this position.

For consideration, please submit your resume, salary history and requirements to [Jobs@rpmcsi.com](mailto:Jobs@rpmcsi.com).

***Note: Submittal of your resume does not constitute an application of employment***