



Recruiter

NOVATO, MARIN COUNTY, CALIFORNIA
FULL-TIME

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help simplify the administration of legal practice and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States. As our internal recruiter, you'll be responsible for sourcing the talent we need to support our rapid growth.

ABOUT YOU:

We're looking for a full-life-cycle recruiter to join the team. You will help with roles across the company, including product, engineering, operations, and marketing. Your proven success in always finding the right candidate, coupled with superior client relationship management skills will be a winning combination for success.

We champion a consultative approach to working with our hiring managers. You will know our business (or will do your research to learn it!) and will work with the hiring managers to present the most qualified candidates and drive the process to a successful hire. Your process-driven mentality and ability to thrive in a fast-paced environment, and own and the recruiting process will help you influence and direct to achieve results.

AS OUR RECRUITER, YOU WILL:

- Partner with hiring managers to create job descriptions by understanding required skills and background, the impact on the role, and the ideal fit to the team and company
- Research / screen / source great people to work at One Legal
- Mine networks (social and professional) and attract A-level candidates using creative search techniques
- Establish and own relationships with relevant developer communities, meet-up groups, and colleges

- Facilitate feedback in a timely manner to ensure the effectiveness of the search, provide advice and coaching to hiring managers throughout the recruitment process and push managers to make best hiring decisions
- Evaluate applicant's skill sets, perform resume assessments and initial screens, schedule interviews, and check references
- Extend offers, close candidates, and provide feedback to further improve candidate close rate
- Maintain accurate data (Note that we do not use an applicant tracking system).

WHAT WE WOULD LIKE TO SEE:

At One Legal we consider every candidate on his or her individual merits. However, possession of the following will help to differentiate you from the field.

- Ability to work onsite at our corporate office in Novato, CA
- 5+ years of recent experience in a full-cycle technical recruiting role, preferably at start-ups or successful technology companies
- Experience recruiting candidates to work in Marin County is a plus
- Experience within a legal services, software, or business services company is highly preferred
- Fearless and tenacious ability to cold source, with expertise in internet recruiting and networking, and leveraging a strong social and professional networking presence
- Proven ability to articulate the business and related opportunity for which you are recruiting for
- Demonstrated experience coaching interviewers, scaling hiring processes and building teams
- Extremely comfortable around engineer-types and the ability to communicate effectively
- Exceptional customer service focus combined with exemplary follow-through
- Excellent verbal and written communication skills
- Computer savvy
- Self-motivated and directed
- Ability to multi-task and juggle multiple projects simultaneously

BENEFITS:

We offer a great compensation package, with paid vacation and sick time, flexible working options (including remote “workcations”), a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you’ll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send a resume, cover letter, and link to your LinkedIn profile to resumes@onelegal.com.