



The Royster Group, Inc. is a leader in providing executive search and professional staffing services in the private and public sectors, and healthcare industry. We assist organizations fill their human capital pipeline with highly qualified leaders and healthcare providers at all levels of the organization. Our core values of **Customer Service, Integrity, Teamwork, Accountability and Respect** drive all aspects of our business.

## **We're Hiring! Immediate Openings! Apply TODAY!**

Do you enjoy working in a fast-paced team environment, have a passion for building value-based relationships and provide exceptional customer service? Explore these opportunities to join our team!

We offer competitive pay (commensurate with experience), full health benefits including medical, dental, prescription and vision, and paid time off. Our corporate office is in Atlanta – Glenwood Park, a mixed-use neighborhood directly on the Atlanta BeltLine.

### **ADMINISTRATIVE ASSISTANT**

This Administrative Assistant is an integral team member with the primary responsibility for providing administrative and secretarial support to the executive team and organizing and managing the efficient operations of the corporate office. To succeed in this role, you must be adept at working effectively in an extremely pressured environment, highly organized and detailed-oriented, and skilled at completing multiple assignments within tight deadlines.

**For more information or to APPLY, click [APPLY Admin Asst](#)**

<https://roystergroup.com/work-with-us/?JOBSHARE4110FNC72WUUXIGDTUQ44MAJL3EZHUGLUXNJEXAC2NUGC4T6H45ZMDYXOZY02GZXZUDEDWTNPKXLF7XEXD2JE>

### **RECRUITER**

As an integral member of the corporate team, the Recruiter is responsible for meeting staffing goals by executing the full cycle recruiting process including sourcing, screening, interviewing and facilitating offers. To succeed in this role, you must be adept at working effectively in an extremely pressured environment and skilled at filling multiple job requisitions within tight deadlines.

**For more information or to APPLY, click [APPLY Recruiter](#)**

<https://roystergroup.com/work-with-us/?JOBSHAREG7XHLT2FORSDCV5AIGMHHR85W75NENBFYETQCLL7XH5NUAXAZMR3XEVRWBLU4Y6X5OL2DVVMMQJOB3HORZ3GA>

### **FIELD STAFF PROGRAM MANAGER**

The Field Staff Program Manager is responsible for managing the workforce, comprised of employees and independent contractors, providing services on federal government contracts across the US. Under minimal supervision, as an integral part of a larger team, you will work closely with the Chief Operating Officer and other functional departments to ensure client expectations are exceeded and contract revenues are maximized. We are seeking individuals with experience in managing a functional team or staff greater than ten (10) and knowledge of human resources policies and procedures.

**For more information or to APPLY, click [APPLY Staff Program Mgr](#)**

<https://roystergroup.com/work-with-us/?JOBSHAREE66FHW2XGKIOEPQOF7167C42EA5JCI3JQ2UNJY3ANA4MTTFFID67AB3BNKGVF56XXEIEFUV6TWORAEETGBRI>

### **PROGRAM SPECIALIST**

The Program Specialist is responsible for coordinating a variety of administrative and program management activities to ensure client expectations are exceeded. As an integral member of the program management team, you will plan and implement contract compliance and quality control initiatives, and coordinate efforts to ensure workforce retention. To succeed in this role, you must be adept at working effectively in an extremely pressured environment and skilled at managing multiple projects within tight deadlines and an exceptional attention to detail.

**For more information or to APPLY, click [APPLY Program Specialist](#)**

<https://roystergroup.com/work-with-us?JOBSHARES6KEWC37JKCG6KMA3FTL6NBE4FUZYOMTOQCS4P2LVP4TMR057IXWOWD7UGH62S7ZNFBI SYCLHIZVGLBPNUR2>

### **HUMAN RESOURCES COORDINATOR**

The Human Resources (HR) Coordinator is an integral member of the HR team with responsibility for assisting with essential HR functions including maintaining the HRIS and talent management systems, payroll processing, recruiting, and managing employee communications. To succeed in this role, you must be adept at working effectively in an extremely pressured environment, highly organized with strong attention to detail and accuracy. We welcome team players with a passion for building relationships and providing exceptional customer service.

**For more information or to APPLY, click [APPLY HR Coordinator](#)**

<https://roystergroup.com/work-with-us?JOBSHARE2M02Y374XNCG5SRALIT7RMDAGXESHPC2MCTY20LX27PNOPIG3LHBI CF0K4OBMW2TB64T0AE60Y34DDA7QMKI>