



GATEWAY TO GLOBAL CAREERS

EXECUTIVE RECRUITER

ABOUT GATEWAY RECRUITING:

Founded in 2008, Gateway Recruiting is a privately held, globally connected executive search firm headquartered in New Braunfels, TX. We are proud to have been recognized by Forbes as one of the Top Professional Recruiting Firms in the United States for the four straight years in a row. Our firm delivers top-tier talent solutions in specialized verticals such as Trade Compliance, Finance, Technology, Supply Chain, and Medical Tech/Life Sciences.

We work with clients across the Fortune 500 and beyond, placing candidates in roles all over the globe—not just in the U.S. Our mission is to deliver lasting value through a culture grounded in quality, transparency, and measurable results.

THE OPPORTUNITY:

We're expanding our team and seeking disciplined, logical, and self-motivated individuals who thrive in a performance-driven environment. This is an excellent opportunity for self-starters who want to build a rewarding career in executive search.

Previous recruiting experience is not required, we're happy to train the right person. If you're organized, tech-savvy, comfortable with data, and excited to work in a people-centric business, we want to hear from you.

WHO THRIVES HERE:

- ✓ Independent thinkers with a strong sense of ownership
- ✓ Detail-oriented professionals with a systems mindset
- ✓ Curious learners with the drive to grow
- ✓ People who enjoy solving problems and working with others to find the best solution
- ✓ Those who value quality, integrity, and long-term success over shortcuts

ROLE DETAILS:

- Location: Open to candidates anywhere in Texas or local to New Braunfels, TX
- Flexibility: Remote and hybrid options available
- Compensation: Draw + Commission
- Training: Comprehensive onboarding and mentorship provided

RESPONSIBILITIES:

- Support full-cycle executive recruiting for global and domestic roles
- Conduct in-depth sourcing using tools like LinkedIn, Boolean searches, and internet research
- Manage candidate communications and scheduling
- Contribute to high-quality client delivery with a focus on consistency and follow-through

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- Maintain data in internal ATS systems and Excel-based tools
- Make outbound calls to potential candidates and clients—yes, including cold calls
- Collaborate with teammates and leadership on strategic searches

QUALIFICATIONS:

- Strong proficiency in Excel, Outlook, web research, and digital collaboration tools (Zoom, Google Workspace, etc.)
- Exceptional written and verbal communication skills
- Organized, reliable, and able to prioritize competing tasks
- Coachable with a growth mindset—comfortable learning on the fly
- College degree is preferred but not required (we also consider relevant experience in sales, marketing, or tech)
- Must reside in Texas

If you're ready to be part of a high integrity recruiting team making an impact across the globe, we'd love to hear from you.

✉ Please send your resume to Garrett@GatewayRecruiting.com

🌐 Learn more at: www.GatewayRecruiting.com