



Job Opportunity

Company	Gateway Recruiting LLC
Job Title	Executive Recruiter
Location	New Braunfels, TX

Job Description / Responsibilities / Requirements

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 fourth straight year 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
- 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 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**](mailto:Garrett@GatewayRecruiting.com)

Learn more at: www.GatewayRecruiting.com