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Openwork Internal Opportunities

Houston, TX

- **Central Houston - 4740 Dacoma St, Suite D, Houston, TX 77092**
  - Healthcare Recruiter - https://job-boards.greenhouse.io/openwork/jobs/4436793009
  - Healthcare Staffing Specialist - https://job-boards.greenhouse.io/openwork/jobs/4314397009
- **Pasadena - 722A Fairmont Parkway, Pasadena, TX 77504**
  - Commercial Staffing Specialist (Recruiter) - https://job-boards.greenhouse.io/openwork/jobs/4378749009
  - Professional Account Manager (Sales) - https://job-boards.greenhouse.io/openwork/jobs/4391342009
- **Deer Park - 4001 Center St, Deer Park, TX 77536**
  - Commercial Staffing Specialist (Recruiter) - https://job-boards.greenhouse.io/openwork/jobs/4378749009

About Openwork:

Careers at Openwork

Openwork is a high-growth, people-first staffing company reimagining what modern hiring can be. Privately owned and proudly independent, we move fast, think big, and give every team member a real seat at the table. With over 50 years of experience, we're combining industry expertise with a fresh, innovative approach — bringing ease, accessibility, and thoughtfulness to every step of the hiring journey.

We've been recognized as one of SIA's Fastest Growing Staffing Companies and a ClearlyRated Best of Staffing® Client and Talent Award winner. As we continue to grow, every new hire plays a critical role in shaping our company and our future.

Why Join Us

Every internal role at Openwork is more than a job — it's an opportunity to help build a progressive, modern staffing company from the inside out. We keep red tape to a minimum and encourage fresh ideas, bold thinking, and collaborative problem-solving. You'll be part of a close-knit, mission-driven team that values curiosity, trust, and results.

What We Offer

- Competitive base salary with monthly commissions or bonus potential
- Generous PTO and paid holidays
- Comprehensive healthcare benefits
- Dog-friendly offices (yes, really!)
- A people-first culture built on collaboration, accountability, and shared growth

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If you're looking for a place where your ideas matter and your work can make a real impact, we'd love to meet you.
Job Descriptions:

Healthcare Recruiter

Full-Time | Onsite M -F 8am-5pm | Openwork Health

At Openwork Health, our healthcare recruiters are the driving force behind building relationships with healthcare professionals and creating a great candidate experience from first conversation through their first assignment. If you enjoy recruiting, build ing connections, and working in a fast - paced environment where no two days are the same, we'd love to meet you.

What You'll Do

- Recruit, interview, and hire healthcare professionals for local per diem and contract opportunities
- Source candidates through job boards, social media, referrals, networking, and other recruiting channels
- Screen candidates to assess their qualifications, experience, and overall fit
- Guide new hires through the onboarding process, including employment paperwork, credential verification, and compliance requirements
- Partner with our Credentialing team to ensure background checks, drug screens, and required documentation are completed prior to activation
- Build and maintain a pipeline of qualified healthcare professionals for current and future hiring needs
- Stay in regular contact with candidates throughout the hiring process to keep them engaged and informed
- Work closely with the Staffing team to understand hiring priorities and upcoming staffing needs
- Prepare candidate submission packets for the Staffing team to present for contract opportunities
- Conduct new hire orientation and ensure a smooth transition to the Staffing Specialist once onboarding is complete
- Maintain accurate candidate records and documentation in our systems
- Represent Openwork Health professionally and provide an exceptional candidate experience

What We're Looking For

- Recruiting or staffing experience in agency setting is preferred
- Strong communication and relationship-building skills
- Ability to manage multiple priorities in a fast-paced environment
- Organized with strong attention to detail
- Self-motivated, resourceful, and able to work with a sense of urgency
- Positive attitude, coachable, and eager to learn

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Healthcare Staffing Specialist

Full-Time | Onsite M -F 8am-5pm | Openwork Health

In this role, you will manage relationships with active healthcare clients and healthcare professionals within your assigned territory. You will play a key role in understanding client staffing needs, supporting contract fulfillment, strengthening relation ships, and ensuring healthcare professionals have a positive experience throughout their assignments.

The ideal candidate is someone who enjoys building relationships, making connections, solving problems, and taking ownership of the customer experience. You will work closely with clients, healthcare professionals, recruiters, and internal teams to ensure staffing needs are communicated effectively and opportunities are acted on quickly.

What You'll Do:

- Manage and strengthen relationships with active healthcare clients and healthcare professionals within an assigned territory.
- Conduct regular outreach with clients to understand staffing needs, identify opportunities, and support ongoing partnership growth.
- Connect with healthcare professionals weekly to discuss availability, upcoming opportunities, and contract needs.
- Collaborate with recruiting teams and hiring managers to communicate staffing priorities and ensure client needs are addressed quickly.
- Help facilitate timely shift placement for new healthcare professionals, ideally within their first two weeks of activation.
- Support clients throughout the staffing process by providing updates on credentialing, addressing questions, and helping resolve concerns.
- Encourage contract renewals and extensions by maintaining strong relationships and delivering exceptional service.
- Maintain accurate client and healthcare professional information within company systems.
- Support healthcare professional engagement initiatives, including recognition and appreciation programs.
- Assist with on-call staffing needs as needed.
- Represent Openwork Health as a brand ambassador by delivering a high level of service and embodying our people-first culture.

What We're Looking For:

- A relationship builder who enjoys connecting with people and creating strong partnerships.
- Strong communication skills with the ability to build trust with clients and healthcare professionals.
- Someone who is proactive, organized, and comfortable managing multiple priorities.
- A problem solver who takes ownership and follows through.
- Someone who enjoys a high-volume, fast-paced environment and is motivated by making an impact.
- Healthcare staffing, recruiting, account management, or customer service experience is preferred but not required. We are looking for someone who brings the right mindset, work ethic, and passion for delivering an exceptional experience.

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Commercial Staffing Specialist

Full-Time | Onsite M -F 8am-5pm

As a Staffing Specialist, you'll play a vital role in connecting talent with meaningful job opportunities while helping our commercial clients build and support their workforces. You'll work with businesses across a variety of industries, including light i ndustrial, warehouse, manufacturing, clerical, and call center environments, among others. This isn't your typical recruiting role. It's a mix of recruiting, relationship -building, account management, and operational know -how. You don't have to come from t he staffing industry to be successful here. We're looking for someone who is naturally driven, resourceful, people -oriented, and excited to learn.

What You'll Do:

- Wear multiple important hats: recruiter, talent coach, and client partner.
- Find, recruit, and match talent to client opportunities through job boards, social media, referrals, and community outreach. Manage the hiring process from sourcing and interviewing through placement and onboarding.
- Build and grow strong client relationships by understanding workforce needs, staying connected with key contacts, conducting regular check-ins, and identifying opportunities to better serve their business.
- Identify and skill-market standout candidates to generate new client leads and job opportunities, partnering with the sales team to support business growth.
- Support and coach talent throughout their assignments by providing feedback, addressing performance concerns, and helping them succeed and grow.
- Build lasting relationships with talent through regular check-ins, ongoing support, and recognition while helping ensure a positive assignment experience.
- Keep operations running smoothly by supporting account needs like timekeeping, payroll, compliance, documentation, and other administrative responsibilities.
- Work collaboratively with your team and internal partners to solve problems, improve processes, and deliver a great experience for clients and talent.

What We're Looking For:

- Someone who brings the right combination of people skills, business sense, and drive. You might be early in your career or have experience in a professional, client-facing environment.
- Is naturally personable and enjoys building genuine relationships with people.
- Is hungry, driven, and motivated by goals, results, and opportunities to grow.
- Is smart, resourceful, and naturally curious, with the ability to learn quickly and figure things out.
- Communicates confidently and professionally, building trust with people at all levels.
- Takes initiative, follows through, and takes ownership of responsibilities.
- Is adaptable and organized, comfortable juggling multiple priorities in a fast-paced environment.
- Leads with empathy while knowing how to have tough conversations and hold people accountable.
- Experience in staffing, recruiting, sales, customer service, account management, or other professional client-facing roles is a plus, but not required.

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Account Executive (Sales Experience Required)

Full-Time M-F 8am-5pm | Hybrid

Openwork is hiring an Account Manager to grow our professional staffing business in the Houston market. This is an opportunity for someone who is energized by business development, enjoys working directly with clients, and wants to build long-term partnerships that create value for both the client and the candidate.

In this role, you'll be responsible for developing new business, managing client relationships, identifying staffing opportunities, and partnering closely with our recruiting team to deliver high-quality talent.

You'll have the opportunity to take ownership of your market, build a strong network, and make a direct impact on the growth of the business.

What You'll Do

- Develop and execute a business development strategy for your assigned territory
- Identify and pursue new business opportunities within the professional staffing market
- Prospect and connect with business owners, executives, HR leaders, and hiring managers
- Build trusted relationships with new and existing clients
- Conduct discovery conversations to understand client needs and hiring challenges
- Introduce clients to staffing solutions that align with their business needs
- Generate new job opportunities and develop new client relationships
- Manage client relationships throughout the hiring and placement process
- Serve as a primary point of contact for assigned accounts
- Conduct regular client check-ins and site visits to strengthen relationships
- Identify opportunities to expand existing accounts and develop additional business
- Stay informed on local hiring trends, labor market conditions, and industry activity
- Partner closely with recruiting to ensure client needs are clearly communicated and successfully delivered
- Provide recruiters with detailed job requirements, client expectations, and relevant business context
- Maintain accurate client, sales, and pipeline information
- Work collaboratively with internal teams to resolve client needs and deliver an exceptional experience
- Represent Openwork in the Houston market and serve as a strong ambassador for our brand and culture

What We're Looking For:

- Motivated by building relationships and growing business
- A proactive hunter who enjoys creating new opportunities
- Comfortable prospecting and initiating conversations with new contacts
- A strong communicator who can build credibility with clients
- Naturally curious and skilled at asking questions to uncover needs
- Consultative and solutions-oriented in your approach
- Strategic and interested in understanding your market
- Accountable, organized, and consistent with follow-through
- Collaborative and committed to partnering with recruiting and internal teams
- Resilient and comfortable navigating challenges
- Motivated by results and excited by the opportunity to grow your career