

## Junior Sourcer (San Francisco, California - People)

This early-career role helps build strong outbound talent pipelines for both go-to-market and technical teams.

### \*\*Role overview\*\*

- \* Proactively source exceptional candidates for GTM roles (SDRs, AEs, Customer Success, Marketing) and technical roles (Engineering, Product, Design).
- \* Build and maintain outbound pipelines via LinkedIn, referrals and sourcing tools.
- \* Research target companies and candidate profiles; write and send personalized outreach messages; track activity and pipeline metrics.
- \* Support recruiters and hiring managers by understanding role requirements, conducting resume reviews and keeping candidate data clean.
- \* Ensure a thoughtful and professional candidate experience.

### \*\*Who this role is for\*\*

- \* Recent graduate or early-career professional wanting to build a career in recruiting/talent acquisition.
- \* Enjoys research, outreach and problem-solving more than scheduling/coordination.
- \* Comfortable with cold outreach and following up; curious about hiring for different roles.

### \*\*Cultural fit\*\*

- \* Experience in customer-facing roles (sales, retail, hospitality, support) and enjoys talking to people.
- \* Excellent organizational and time-management skills.
- \* Do-what-it-takes attitude and resourcefulness; strong sense of urgency.
- \* Excited about building a company; startup experience welcome but not required.

### \*\*Why join Ivo\*\*

- \* Hands-on mentorship in sourcing and recruiting with clear growth path.
- \* Exposure to hiring across multiple functions.
- \* Real ownership over building candidate pipelines.
- \* Competitive early-career compensation and benefits (relocation/visa support, comprehensive health coverage, unlimited PTO, commuter benefits, flexible spending accounts and 401(k)).
- \* In-office role in San Francisco.