Your Research & Back-Office Operations Partner

We *hire, train, and manage* your offshore KPI–driven sourcing team

Who are we?

BPO Wizard specializes in providing research, sourcing, and back-office operations support exclusively to staffing and recruiting firms. Born from the recruiting industry, we understand your challenges because we've lived them.

CONNECT WITH US

TRAINING

HIRING

MANAGING

Why Recruiting Firms Choose BPO Wizard

Recruiting DNA | Dynamic Associates | Simple Setup Process | Risk-Free Partnership

Plug-and-Play Best Practices | Powerful Training Programs | Constant Management

Recruitment Focus | Structured Procedures | AI-Powered Capabilities | No long-term contracts

How we work with you:

Flexible Engagement Models

• Full-Time Associates: Dedicated team members (160 hours/month)
• Part-Time Associates: Flexible support (80 hours/month)
• Scalable Solutions: Add or reduce capacity as needed
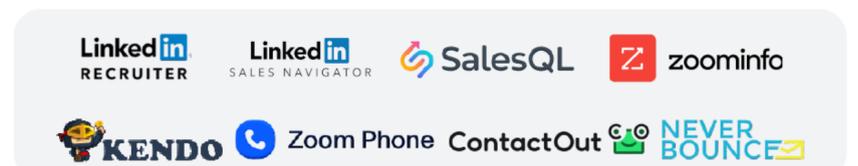
Complete Infrastructure Included

• Laptop, high-speed Internet, ergonomic workspace
• Google Workspace license, phone system, productivity tools
• Backup power and redundant connectivity
• Professional work environment

The BPO Wizard Advantage:

Premium Technology Stack

We invest in the tools you need:

• LinkedIn Recruiter (RPS & Global) & Sales Navigator (Advanced)
• Zoominfo contact database
• Email marketing platforms (Constant Contact)
• Data enrichment tools (ContactOut, Zoominfo, SalesQL, Kendo)
• Email verification (NeverBounce)

LinkedIn RECRUITER | LinkedIn SALES NAVIGATOR | SalesQL | zoominfo

KENDO | Zoom Phone | ContactOut | NEVERBOUNCE

Key Roles We Provide

Recruitment Associate (Sourcer/VA)

Our Recruitment Associates specialize in handling research, sourcing, and recruitment back-office operations, ensuring your recruiters can stay focused on client and candidate engagement while we handle the heavy lifting.

Key Functions

- Candidate Sourcing
- Jobs & Market Research
- Job Posting & Screening
- Leads Research
- Non-Voice Outreach Campaigns
- Document Preparation
- Back-Office Operational Support

Database Associate

Our Database Associates are experts in Database Cleaning and Enrichment, helping you transform your data into a reliable and high-performing business asset.

Key Functions

- Tagging & Segmentation
- Updating Titles & Company Info
- Filling Missing Details
- Verifying & Correcting Data
- Flagging Irrelevant Contacts
- Merging & Standardizing Entries
- ICP-Based Enrichment
- Contact Scoring

Systems We Master

ATS / CRM Platforms

Zoho Recruit • Bullhorn • Top Echelon BIG BILLER • recruit crm • Crelate cr • JobAdder • loxo • ENCORE MAX • PCRecruiter

Job Board

Med JobCafe • indeed • ZipRecruiter • SimplyHired. • Dice • DocCafe • GLASSDOOR • jobsite • CV Library • CONSTRUCTION JOBS • HEALTH eCareers • MONSTER • careerbuilder • efinancialcareers

Outreach & Marketing Platforms

Constant Contact • lemlist • SendGrid • INTUIT mailchimp • instantly • Outplay • HubSpot • SourceWhale • salesforce

Why This Matters:

Your team gets trained professionals who already know your tools, no learning curve, immediate productivity.

NLE **Network Pricing**

Role	Regular Rate
Full-Time Recruitment Associate	$1,450/month
Part-Time Recruitment Associate	$850/month
Full-Time Database Associate	$1,250/month
Part-Time Database Associate	$750/month

What's **Included**

- Dedicated Associates
- Essential Tech & Tools
- Training on your specific processes
- Management Support
- Quality Assurance
- Performance Reporting & Optimisation

Getting **Started**

Three Simple Steps to Scale Your Firm:

1. **Schedule Consultation -** *Connect with us* to discuss your specific needs and goals.
2. **Meet Your Team -** We introduce your dedicated associate and account lead.
3. **Go Live in 5 Days -** Start seeing results immediately.

Watch our client success story

Ready to Scale?

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