

Gordian Staffing

Domestic Recruiting & RPO Services

Gordian Staffing is expanding its services to help clients find qualified candidates for remote, hybrid, and in-office positions across the U.S. Our team handles the sourcing, screening, and coordination – you stay in full control of the hiring decision and make the offer directly.

How It Works

Our domestic recruiting service follows a straightforward, four-step process:

- **Position Confirmation** – We work with you to define the role, requirements, salary range, and timeline.
- **Sourcing & Screening** – Our recruiting team actively sources candidates, reviews resumes, and conducts phone or video screens.
- **Candidate Presentation** – We deliver a slate of at least three interview-ready candidates, each with recruiter notes.
- **Interview Coordination** – We help schedule interviews between your team and the candidates. From there, you take it home.

What's Included

- Position requirements consultation
- Job posting to relevant boards
- Active and passive candidate sourcing
- Resume screening and shortlisting
- Recruiter phone / video screening
- Delivery of ≥3 interview-ready candidates with recruiter notes
- Interview scheduling coordination
- ✗ Offer negotiation (client-managed)
- ✗ Onboarding (client-managed)

Pricing

We charge a flat fee per position upon delivery of your candidate slate – no commission, no percentage of salary. Current Gordian clients receive preferred pricing on all tiers.

Tier 1 – Entry-Level / Administrative Roles

Standard delivery: 10 business days | **Salary band:** up to ~\$45,000/year

Job Type	Example Positions	Work Arrangement
Administrative	Administrative Assistant, Receptionist, Customer Service Representative, Data Entry Clerk, Dispatch Coordinator, Homeowner Communications Specialist	Remote / Hybrid / In-office
Sales & Marketing	Sales Support Representative, Marketing Assistant, Social Media Coordinator	Remote / Hybrid / In-office
Field & Site Support	Job Site Receptionist	Hybrid / In-office

	Current Gordian Clients	New Clients
Flat fee per position	\$1,500	\$2,000

A traditional agency would charge \$6,000–\$12,000 to fill a \$40K role. With Gordian, you save ~75–85%.

** Salary bands are approximate and may vary by market. Positions with higher salary expectations may be moved to the next tier.*

Tier 2 – Mid-Level Professional Roles

Standard delivery: 15 business days | **Salary band:** ~\$45,000–\$75,000/year

Job Type	Example Positions	Work Arrangement
Accounting & Finance	Bookkeeper, Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Administrator, Junior Financial Analyst	Remote / Hybrid / In-office
Property & Community Management	Maintenance Coordinator, Community Support Specialist, Assistant Community Association Manager	Remote / Hybrid / In-office
Construction & Project Support	Project Coordinator, Estimating Assistant	Hybrid / In-office
Sales & Marketing	Inside Sales Representative, Marketing Coordinator, Email Marketing Specialist, CRM Coordinator	Remote / Hybrid / In-office

	Current Gordian Clients	New Clients
Flat fee per position	\$2,500	\$3,500

A traditional agency would charge \$9,000–\$18,000 to fill a \$60K role. With Gordian, you save ~75–85%.

**Salary bands are approximate and may vary by market. Positions with higher salary expectations may be moved to the next tier.*

Tier 3 – Senior / Specialized Roles

Standard delivery: 21 business days | Salary band: ~\$75,000–\$120,000/year

Job Type	Example Positions	Work Arrangement
Accounting & Finance	Staff Accountant, Senior Bookkeeper, Financial Analyst, Audit Associate, Tax Associate	Remote / Hybrid / In-office
Property & Community Management	Community Association Manager, Portfolio Manager	Remote / Hybrid / In-office
Construction & Project Management	Project Manager, Estimator, Senior Project Coordinator, Operations Coordinator	Hybrid / In-office
Sales & Marketing	Sales Development Representative, Account Manager, Marketing Manager, Digital Marketing Specialist, Brand Manager	Remote / Hybrid / In-office
Health & Safety	Safety Manager, Compliance Coordinator	Hybrid / In-office

	Current Gordian Clients	New Clients
Flat fee per position	\$4,500	\$6,000

A traditional agency would charge \$14,250–\$28,500 to fill a \$95K role. With Gordian, you save ~75–85%.
**Salary bands are approximate and may vary by market. Positions with higher salary expectations may be moved to the next tier.*

Tier 4 – Executive / Highly Specialized Roles

Standard delivery: 28 business days | Salary band: \$120,000+/year

Job Type	Example Positions	Work Arrangement
Accounting & Finance Leadership	Controller, Finance Director, CPA / Senior Tax Manager, Senior Financial Analyst (Specialized)	Remote / Hybrid / In-office
Property & Community Management Leadership	Portfolio Director, Regional Property Manager, Director of Community Management, VP of Community Management	Hybrid / In-office
Construction & Operations Leadership	Director of Operations, VP of Construction, Senior Estimating Manager, Construction Project Executive	In-office
Sales & Marketing Leadership	VP of Sales, Director of Marketing, VP of Business Development, Chief Marketing Officer	Remote / Hybrid / In-office

	Current Gordian Clients	New Clients
Flat fee per position	Custom – minimum \$7,500	Custom – minimum \$10,000

A traditional agency would charge \$21,000–\$42,000 to fill a \$140K role. With Gordian, you save ~65–80%.

**Tier 4 fees are finalized before engagement based on role complexity and search scope. 50% is due at engagement start; 50% upon slate delivery.*

Volume Discounts

Filling multiple roles? Discounts apply when positions are opened simultaneously or within a 90-day window.

Number of Positions	Discount
3–4 positions	10% off total
5–9 positions	15% off total
10+ positions	20% off total + recruiter priority

Optional Add-Ons

Add-On	Fee
Rush placement – Tier 1 (slate in ≤7 business days)	\$500
Rush placement – Tier 2 (slate in ≤12 business days)	\$750
Rush placement – Tier 3 (slate in ≤18 business days)	\$1,000
Rush placement – Tier 4	Custom – subject to availability
Background check coordination (per candidate)	+\$75–\$150
Reference check coordination (per candidate)	+\$50–\$100
Salary benchmarking report	\$250
Second slate (if first slate does not yield a hire)	25% of original fee
Third slate (if second slate does not yield a hire)	50% of original fee

Rush delivery is subject to availability and must be confirmed at the time of engagement.

Our Guarantee

If a candidate we place leaves or is terminated within 90 days of their start date, we'll conduct a replacement search at the same discounted slate rates – 25% of the original fee for a second search, or 50% for a third.

Billing

Situation	Payment Terms
Tiers 1–2, current Gordian clients	100% due upon delivery of the candidate slate
Tier 3–4, current Gordian clients	50% at engagement start, 50% upon slate delivery
All tiers, new clients	50% at engagement start, 50% upon slate delivery
Volume deals (5+ positions)	Invoiced per slate; volume discount applied at close of engagement

A Note on Delivery Timelines

Our delivery windows reflect standard search conditions. Timelines may vary based on local candidate availability, the speed of client feedback during the process, and any changes to position requirements after the engagement begins. We'll always communicate proactively if we anticipate a delay.

"Traditional recruiting agencies charge 15–25% of a new hire's salary – on a \$70,000 hire, that's \$10,500 to \$17,500. Gordian handles the same sourcing and screening for a flat fee and delivers interview-ready candidates. You stay in full control of the hiring decision and make the offer directly – with no commission surprise."

Ready to get started? Contact your Gordian account manager or reach us at clientcare@gordianstaffing.com or +1 989-467-3426.