

Hager Development Group seeks an experienced Recruitment/Hiring Specialist to join our dynamic small business team. Opportunity for considerable growth and upward corporate mobility. Enjoy a culture where your voice is valued and start contributing to our team of passionate professionals providing real-life solutions to our nation's biggest challenges. We take pride in creating purposeful work and allowing our employees to grow and achieve their goals every day. This position will be located in Virginia Beach, Virginia.

Job Description:

Work collaboratively with the business development team to identify current and upcoming recruiting needs; develops or refines job descriptions and targets appropriate resources for finding qualified candidates

Build and maintain a strong rapport with all managers; routine communication and follow-up is essential to ensure their requirements are being met

Creatively source candidates through networking, employee referrals, industry-specific job boards, transition assistance programs, colleges and universities, and social media

Develop and maintain an applicant tracking system database recording the full life cycle of recruiting activity in the moment

Conducts initial phone interviews for candidates to determine if they meet the necessary job requirements

Coordinate with management to schedule additional interviews and job specific screening

Manage offer process including reference checks, clearance checks, salary recommendations, drafting of offer letter, extending offer, and offer negotiation

Act as a main point of contact for candidates throughout the hiring process

Accurately communicate employer information and benefits during screening process

Stay current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices

Represent Hager Development Group at career/job fairs

Qualifications:

BA/BS degree or combination of equivalent experience and education

2+ years' proven recruiting experience for technical positions in a fast pace environment with multiple locations (including OCONUS desired)

Skilled at creating Boolean searches to identify qualified talent

Experience with applicant tracking systems to accurately track candidate information

Skilled at using various recruiting tools: ClearanceJobs, LinkedIn, Indeed, CareerBuilder and other Social Media tools

Knowledge of EEO, ADA, and employment laws

Desire to work as a team with a result driven approach

Excellent verbal and written communication skills; communicates clearly and confidently with internal and external customers

Must be able to multi-task and remain highly organized at all times

Demonstrates accuracy and thoroughness in work and monitors own work to ensure highest quality

Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully

Proficiency in Microsoft products (Word, Excel, SharePoint, Teams)

Previous experience working for a Government Contractor desired

Ability to obtain a Secret clearance desired

PLEASE READ BEFORE APPLYING: To be considered for this position: review your resume to be sure that you have addressed the requirements on your resume.