

INDUS Job Requisition

Job Requisition Number: 20180301A	
Job Title: Technical Recruiter	Salary Range or Maximum: \$70-80K/year
Physical Address of Work Location: 2243 San Diego Avenue, Suite 200, San Diego, CA 92110	
Relocation Assistance: None	
Employment Type: Full Time, onsite	Security Clearance: None
Posted Date: 3/01/2018	Closing Date: 3/10/2018, longer if needed
Mandatory Skill Requirements (must have):	
<ol style="list-style-type: none"> 1) Three years technical recruiting experience in a DoD contracting environment. 2) Strong background in military terminology, especially Navy. 3) Strong internal and external customer service skills. 4) Excellent verbal and written communication skills. 5) Use of applicant tracking systems. 6) Proficient with MS Office applications. 7) Strong negotiation skills. 8) Ability to deliver quality, timely results to hiring managers. 9) Familiarity with affirmative action compliance and federal and state laws and regulations regarding employment. 	
Desired Skill Requirements:	
<ol style="list-style-type: none"> 1) Experience in a full-service recruiting environment. 2) Successful use of latest recruiting tools. 	
Job Duties:	
Partner with hiring managers to determine staffing needs and best recruiting strategies for open positions. Use appropriate resources to attract applicants in a timely manner. Create and post open positions in applicant tracking and other applicable areas. Screen resumes accurately, interview candidates, schedule interviews, deliver employment offers for exempt and non-exempt positions. Follow up with applicants and hiring managers to obtain feedback during the recruiting process. Act as a liaison with employment agencies.	
Education/Equivalent: Prefer Bachelor's degree. Experience OK in lieu of degree.	
Travel Required: None	
Comments:	
Apply for position online at http://industechnology.applicantpro.com/jobs/ .	