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Technical Recruiter

Position ID: 2017 – C – 002

Position Location: Washington Metro Area

Duration of Position: Full-Time

Security Clearance: Must be eligible for a clearance (US Citizen)

Need Date: Immediate

Intelligence Consulting Enterprise Solutions, INC. is looking for a **Technical Recruiter**

Description:

We are seeking an energetic and proactive full-time Technical Recruiter to work in our Herndon office and help us add to our growing team! The ideal candidate will have 5+ years of experience in full life-cycle technical recruiting and prior success delivering talent pipelines for technology companies. The ideal candidate will be creative and innovative in developing and executing sourcing solutions, using both traditional sourcing approaches and solutions and non-traditional (i.e. job boards, social media recruiting, x-ray searches, etc.). The person must excel in a fast-paced environment with changing client and staffing needs. This position will offer a competitive compensation package and comprehensive benefits package.

Responsibilities:

- Partners with hiring managers to identify, evaluate required duties and responsibilities, knowledge, hard and soft skills and abilities regarding job requirements.
- Assists hiring managers in creating job descriptions that identify the duties and responsibilities, education, experience and knowledge, skills, and abilities required to successfully complete the job.
- Partners with hiring manager providing consultative and advisory recruiting strategy including market trends, candidate assessments, candidate challenges, timelines, interview schedules/conflicts, etc.
- Partners with hiring managers to identify appropriate job level and salary for the position.
- Ensures all proper requisition forms have been completed and approved before position is posted.
- Posts positions on preapproved recruiting sites and social media platforms.
- Reviews/analyzes resumes and/or applications, interviews (via phone and/or one-on-one), identifies candidates meet requirements, schedules candidates for interviews with hiring managers, assist hiring managers in selecting candidates for hire, conducts reference and background checks.
- Completes paperwork for on-boarding new hire.
- Consults/advises hiring manager(s), supervisor, Human Resources, and candidates regularly on the status of the open position.
- Notifies unqualified candidates of their status.
- Travels and participates in college recruitment, job fairs, and other recruiting initiatives.
- Networks proactively with internal and external sources to identify potential candidates.
- Networks with civic, social and other groups and participates extensively in social media to advertise the presence of the company and job opportunities.



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Required Qualifications:

- BA or BS Degree
- 5+ years of experience as a Technical Recruiter
- Knowledge of DOD Clearances and OFCCP rules and regulations and Government Contracting
- Knowledge of standard employment practices, EEO and employment laws and regulations, basic compensation theory, techniques for preparing effective recruitment advertising using all media and automated applicant tracking/requisition management software

Desired Qualifications:

- Human Resources professional