­ AVIAN is searching for a Proactive, Proficient and Productive **Recruiter** to join our team.

AVIAN (pronounced \*a-v-yin\*) is an employee-owned, entrepreneurial-spirited company where creative, talented minds flourish, and where proactive, productive, proficient professionals feel valued.

We are resourceful, responsive and reachable for various government and commercial clients in program, financial, and logistics management; engineering and systems engineering; test and evaluation of manned and unmanned systems; workforce development and training; communication strategy and graphic design.

The type of work we do is a direct result of the creativity of our team, and the talents they bring. But in the end, we are all driven by the purpose of taking care of those around us.

We’re seeking people that are passionate and excited about creating well-crafted products and memorable experiences with our customers. We are not in the market of automated transactions; we build lasting relationships.

**Core Responsibilities**

* Work with internal teams and hiring managers to assist with recruitment efforts
* Assist with both external and internal hiring efforts (internal recruitment meaning assessment of employees for different or more senior roles)
* Identify and source appropriate talent for current open roles within the organization
* Use independent judgement to compare candidate phone interview notes and skills assessments with position requirements to determine if the candidate is a match for the role or a potential match for other open positions
* Identify perceived difficulties with searches and research and recommend solutions to both internal and external stakeholders.
* Keep candidates engaged throughout process, ensuring consistent communication on the status of the search.
* Articulate a job offer to candidate and drive for candidate acceptance, anticipating and negotiating counteroffers as appropriate.
* Prepare candidates for interviews, coaching them on logistical information, interview schedule, appropriate attire, and overall expectations
* Ensure candidates are provided with timely updates concerning the status of their applications and interviews.
* Participate in continuous process improvement activities to develop and implement tools, policy, and practices supporting company goals.
* Demonstrate strong interpersonal and organizational skills to enable cross-department coordination in the hiring process.
* Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements
* Provide recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data
* Strict adherence to all regulations (OFCCP and all other compliance standards set forth)
* Develop and facilitate training for hiring managers on the recruiting process and provide periodic training to management staff on recruitment and onboarding best practices
* Manage the Applicant Tracking Systems and database of consultants
* Develop creative ideas and innovative recruiting techniques to source qualified professionals and a diverse talent pool. (i.e., social media, employee referrals, direct contact recruiting, internet data mining, job boards, and internal/external networks)
* Participate in employment events, such as career fairs

Education/Experience:

* Minimum of 5 years of full lifecycle recruitment in the Government Contracting sector
* Understanding of Office of Federal Contract Compliance Programs recruiting requirements
* Proficient in Boolean search techniques for sourcing
* Proficient in Microsoft Office, including Outlook, Word, Excel and PowerPoint
* Knowledge of common Human Resources principles, practices and metrics related to talent acquisition
* Experience working with an Applicant Tracking System (ATS) and HRIS system
* Experience recruiting talent with SECRET and TOP SECRET clearances
* Experience recruiting for business development proposals
* Bachelor's degree
* **Company Overview:**
* Headquartered in Lexington Park, Maryland, we relish in the process of cracking open a Maryland blue crab and the delicious reward you get with a little hard work. Our team spans from sea to shining sea supporting the Department of Defense, specifically, the Naval Air Systems Command, the Naval Sea Systems Command, the Office of Naval Research, and NAVWAR.
* We’re seeking people that are passionate and excited about creating well-crafted products and memorable experiences with our customers. We are not in the market of automated transactions; we build lasting relationships.
* **Company Overview**
* Headquartered in Lexington Park, Maryland, we relish in the process of cracking open a Maryland blue crab and the delicious reward you get with a little hard work. Our team spans from sea to shining sea supporting the Department of Defense, specifically, the Naval Air Systems Command, the Naval Sea Systems Command, the Office of Naval Research, and NAVWAR.
* We’re seeking people that are passionate and excited about creating well-crafted products and memorable experiences with our customers. We are not in the market of automated transactions; we build lasting relationships.
* ***~ AVIAN is an Equal Opportunity Employer. AVIAN recruits, hires, trains and promotes individuals and administers personnel actions without regard to race, color, religion, age, sex, national origin, status as a qualified individual with a disability or any other category by applicable federal, state or local law. ~***
* ***An equal opportunity employer/disability/vet.***
* ***A notice describing federal equal employment opportunity laws can be viewed here:***[***EEO is the Law***](https://www.dol.gov/sites/dolgov/files/ofccp/regs/compliance/posters/pdf/eeopost.pdf)***and here:***[***EEO Poster Supplement***](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_gina_supplement.pdf)***. You may also view the***[***OFCCP’s Pay Transparency Nondiscrimination Provision***](https://www.dol.gov/sites/dolgov/files/ofccp/pdf/pay-transp_English_unformattedESQA508c.pdf)***.***
* ***Applicants have rights under Federal Employment Laws.***