

RECRUITER

Precise Systems is a professional services company currently working for the U.S. Navy, U.S. Marine Corps, and U.S. Air Forces. Our core competencies include systems engineering, program and project management, logistics, information technology and cybersecurity, and software development services. We were founded in 1990 and since our establishment, we have been providing cutting-edge solutions and support to our warfighters. We understand and provide expert consultation on network and weapons systems acquisition programs, maintenance/modernization programs, and sustainment programs.

We are seeking a Recruiter to join our HR Team. The primary duties of the Recruiter will be:

- Build a candidate pipeline via networking with a specific focus on utilizing social media and online resource outlets.
- Positively represent the company providing organizational information and information related to opportunities and company benefits.
- Determine applicant requirements by studying job descriptions and job qualifications and meeting with managers to assess needs.
- Place online and print ad employment opportunity announcements.
- Determine applicant qualifications by interviewing applicants, analyzing responses, and comparing candidate qualifications to job requirements.
- Evaluate applicants by discussing job requirements and applicant qualifications with the manager.
- Accomplishes human resources team and organization mission by completing related results as needed in a timely and professional manner.

Candidates must possess:

- Bachelor's degree. An additional four years of working experience may be substituted for the degree requirement.
- **TWO TO FIVE YEARS** of full life cycle recruiting experience.
- **IDEAL CANDIDATES SHOULD HAVE DEMONSTRATED EXPERIENCE IN DOD RECRUITING.**
- A demonstrated understanding of social media and the utilization of internet resources from a recruitment and networking perspective.

Strongly preferred.

- **Candidates should be located in the DC-MD-VA area, ideally in Southern Maryland.**
- Experience recruiting and supporting multiple lines of business.
- Must be able to work independently in a dynamic FAST PACED environment of change, challenge, and multiple deadlines and priorities
- Strong customer service and consultative skills with an emphasis on creating a positive experience.
- Must be detail-oriented and familiar with recruiting compliance requirements to minimize risk to the organization (Federal, State, and Local.)
- Exceptional communication skills, both written and verbal.



- Significant knowledge sourcing and maintaining relationships with a diverse candidate pool, including strong social media working knowledge.
- Ability to effectively manage multiple projects, priorities, and initiatives
- Must be innovative, creative, and results-oriented with strong organization and follow-through skills.
- Comprehensive experience with MS Office
- Experience with SilkRoad or other complex Applicant Tracking Systems.
- Specialized experience recruiting Engineers and experience within Federal Government Contracting is strongly preferred.

Precise Systems, Inc. is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. Precise Systems, Inc. participates in E-Verify.

Interested applicants should apply at

<https://jobs.silkroad.com/Precise/ProfessionalCareers/jobs/2127?embedded=true>