

**Sr. Technical Recruiter – Rollout Systems, LLC**

**Apply for this position at** [**www.rolloutsys.com**](http://www.rolloutsys.com)**. Choose the APPLY NOW button. After applying, inquiries can be made to Lisa Mackie, Talent Acquisition Manager, LMackie@rolloutsys.com.**

Rollout Systems, LLC (Rollout Systems), founded in 2001, is a full-service, services and information technology company specializing in enhanced organizational performance. Rollout Systems is a customer focused and results oriented company, and brings together the right combination of talent, creativity, and drive to assist our customers in meeting their goals. We provide personal attention rarely found today, enabling a one-of-a-kind customer/contractor experience.

Our corporate culture is built upon the principles of open communications and teamwork that keeps a talented, tenured workforce in place; consistent quality services; proactive, out-of-the-box thinking and the highest ethical values. We provide our employees the best of benefits, including but not limited to generous paid time off, education opportunities and a matching 401k plan. The Sr. Technical Recruiter is a member of the Business Development team. This position will be responsible for performing technical recruiting mostly in the DoD communities.

This position is ideal for an experienced, strong, rock-star candidate passionate about working toward meeting a staffing quota and exceeding company hiring goals for DOD cleared professionals on information technology and cyber security long-term government contracts. As well as filling open requisitions, our goal is to build an ongoing pipeline of candidates at-the-ready for Rollout Systems' continuous proposal work. Staying in touch with these candidates monthly is paramount.

The Sr. Technical Recruiter must have government contractor experience, preferably in with DoD contracts. Will work closely with program and task managers as a strategic business partner to collaborate in successfully filling job openings in a timely manner and on short timelines.

Using a variety of recruiting sources, the Sr. Sourcing Technical Recruiter will post job openings through our ATS, ApplicantStack (AppStack), source resumes and cold call from internal and external websites, utilize social media and various advertisement options, identify qualified candidates, schedule interviews, provide benefit information, verify security clearances, check references, and negotiate salary offers.

Due to the hard-to-fill nature of our positions, the typical internet resume sites rarely produce results. Therefore, an AIRS certification for mining the internet for cold call sourcing leads is preferred but not required. An intuitive and creative sales personality to sell the company and job location as well building candidate rapport to sell the benefits of a mid-tier information assurance/information technology company will provide results.

Must be a US Citizen. A secret clearance, or knowledge of the DOD clearance process is required.

This position will:

* Attend and participate in regular Talent Acquisition meetings to discuss recruiting issues and updates.
* Participate in sponsored, on-site and virtual job fairs with and without program managers in attendance.
* Participate in and lead proposal staffing drills and deliverables
* Manage applicant profiles in the AppStack system.
* Provide weekly recruiting status reports to management.
* Occasional travel to contract sites, local and CONUS.
* Require the ability to multi-task with a high sense of urgency, working independently or in a team environment.
* Perform other duties as assigned.
* Understand how to connect, and will stay connected to the team through internet resources such as Skype for Business.
* Assist in staffing multiple proposals with contingent and current employee candidates.
* Report successes, hindrances and milestone results, both positive and negative with solutions, to direct line management.

**Requirements**:

Bachelor’s degree in Business Administration or related field, plus at least 2 to 5 years of full life cycle recruiting experience working in a government contracting environment (DoD preferred). In some cases, educational requirements may be adjusted or waived for equivalent work experience. Work experience may be adjusted for highly specialized knowledge or uniquely applicable experience.

The ability to interact with managers at all levels in a fast-paced environment, while remaining flexible, proactive and efficient with a high level of professionalism and confidentiality is required. Adept at using the telephone and email as first lines of communication is important to Rollout Systems. Our trust in each other is built on the premise that communication is key. DiSC assessments are used in team building at Rollout Systems.

Experience using a wide variety of recruiting sources including but not limited to the following: Internet recruiting, employee referrals, social networks, job fairs, college career fairs, open house events, advertisements, etc.

AIRS Certification is preferred but not required. Demonstrated and verifiable usage of Boolean strings for finding candidates is required.

Ideal candidate should have knowledge of hiring for Navy related contracts as well as the following:

* Familiarity and experience hiring to the DOD 8570 and SPAWAR 5239 specs required.
* Knowledge of employment laws, EEO and OFCCP employment requirements.
* Proficient with SharePoint, MS Office 365, various online recruiting technologies.
* Experience using an ATS system such as ApplicantStack, or similar, is preferred. If you are a cold calling sourcing Sr. Technical Recruiter, ability to learn ApplicantStack will be mandatory for recordkeeping purposes.
* Must possess strong written and verbal communication skills and represent the company in a professional manner. A letter of introduction with your resume is an excellent venue to show off your writing skills and introduce your qualifications.
* Experience hiring transitioning military, information technology professionals, cyber security professional and engineers is required.
* Ability to interact with cleared personnel at all levels.
* Experience with contract proposal support, a plus.

Rollout Systems, LLC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, Protected Veteran status, and sexual orientation/gender identity. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veterans and individuals with disabilities.

**Diversity Statement:**Women, minorities, individuals with disabilities and veterans are encouraged to apply. Rollout Systems, LLC will provide a reasonable accommodation to individuals with disabilities and disabled veterans who need assistance to apply.