



GOVERNANCE. PEOPLE. PROCESSES. TECHNOLOGIES.



## Corporate Recruiter

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and Government clients, is seeking a full-time Corporate Recruiter. This position, located in Chantilly, VA.

### Responsibilities

Recruit, qualify, interview and select candidates to fill vacant positions throughout the organization.

- Work with hiring managers to determine technical job requirements;
- Write and review job descriptions to understand the needs of the hiring manager;
- Post open positions on job boards, social media, corporate career web sites, etc.
- Source, qualify and interview candidates for current job openings and for proposal efforts;
- Familiar with technical terms and concepts to assist in identifying the ideal candidate;
- Screen and ascertain the applicability of candidates against a technical job description;
- Conduct candidate interviews via in-person, telephone or video conference etc. to assess their skills and qualifications as it relates to the position;
- Instruct candidates on the nature of the job and the interview process;
- Schedule interviews with hiring manager/customer and candidates;
- Provide staffing reports to management on recruiting issues.
- Maintain and build relationships with current/future candidates;
- Assist in performing reference and background checks for potential employees;
- Inform candidates of company's decision, present offers and work with candidates to closure;
- Clearly communicate with candidates regarding company's missions, benefits, salary, etc.

### QUALIFICATIONS:

U.S. Citizen

Bachelor's Degree from a four-year college or university or equivalent.

- One to three plus years of Information Technology recruitment experience preferred.
- Possess excellent verbal and written communication, time management, problem solving, and organizational skills.
- Knowledge of various employment laws and practices, both Federal and State.
- Ability to work independently with minimal supervision.
- Able to work outside of normal business hours.
- Proficient with computer software programs, including Microsoft Office Suite (Outlook, Words, Excel, PowerPoint, etc.)

To apply to this position, please email [jobs@directviz.com](mailto:jobs@directviz.com)

Web: [www.DirectViz.com](http://www.DirectViz.com) | Tel: 703.662.0099 | Fax: 703.662.0440  
For more information or inquiries, please contact us at: [jobs@directviz.com](mailto:jobs@directviz.com)