

POSITION DESCRIPTION

Functional Job Title: *HR Administrator/Recruiter*

Work Location: *McLean, VA*

BESTech is actively seeking an HR Administrator/Recruiter

Are you a dynamic HR/Staffing professional looking for an environment to grow and prosper with a company that is on the move? If so, BESTech may have your ideal opportunity. We are currently seeking a Technical Recruiter to join our firm in McLean, VA. BESTech is a provider of high-end IT solutions and services to Federal government customers across Civilian and DoD agencies. As a key member of a stream-lined corporate team, this position will be ideal for someone who is willing and able to support additional Human Resources responsibilities outside of the primary duties of high quality and efficient recruitment.

Position Description:

In the role of Technical Recruiter, you will be responsible for working independently with technical and senior managers to ensure the most efficient recruitment of qualified staff members for the company. Collaboration with corporate managers includes: development and/or modification of staffing requisitions, sourcing candidates, conducting initial phone screens, facilitating/coordinating interviews, and closing out the process with all candidates (selected and not selected). You will also be an important part of the process to ensure the smooth transition from "candidate" to "staff" with corporate on-boarding procedures. Recruitment support will also include the identification of candidates to fill positions in proposal / business development efforts.

Responsibilities:

The most qualified candidates will possess the following skills/experience:

- Bachelor's degree is preferred but not required
- Minimum of 4 years of experience recruiting for IT positions within the government contracting arena
- Experience using a variety of online recruitment tools
- Demonstrated capability to perform full life-cycle recruiting (i.e., establishment of new need through on-boarding of selected candidate)
- Excellent written and verbal communication skills
- Ability to work independently and be solution-oriented
- Additional experience supporting other HR tasks such as benefits administration and general internal staff customer service is a plus

Successful candidate is subject to a background investigation by the government and must be able to meet the requirements to hold a position of public trust.