



Join an award winning, fast growing, dynamic company in providing the Federal Government, the Department of Defense and the Intelligence Community with acquisition support and the deployment of advanced technology and cutting edge complex systems; as well as intelligence, security & oversight support. Decision Technologies, Inc. has extensive experience in RF systems & missile sensors development, production transition, quality and reliability assessment, test & evaluation. We also have extensive expertise and involvement in intelligence analysis, strategic planning, and policy support. We match our capabilities to the needs of our customers to develop advanced technologies, deploy cutting edge sensor and combat systems, and deliver high-quality professional services. Join an experienced team providing exceptional support and leadership for our National interests.

Position:	Talent Acquisition Specialist/Recruiter
Salary Range:	Commensurate with Experience
Location:	Arlington, VA
Position Status:	Full Time
Clearance:	Not required, DoD Secret preferred
Education Level:	Bachelor’s in Business Admin, HR, Communications, or related field (relevant experience in lieu of degree)
Relevant Work Experience:	Min 5 years of recruiting experience or equivalent in government contracting industry; including experience recruiting for Corporate and Executive Level positions
Other Requirements:	Proficient in using industry job boards, social media platforms, and applicant tracking systems, experience building and executing recruiting plans

Position Description:

Decision Technologies is currently looking for a proactive and results oriented Recruiter to join our growing team. The successful candidate will drive and execute staffing strategies, source and recruit professional level candidates, and manage the end-to-end full life cycle recruiting process.

Major Responsibilities include, but are not limited to:

- Serves as lead for entire talent acquisition process from requirement to on-boarding
- Build and maintain network of potential candidates through proactive searches and on-going relationship management
- Attends/conducts meetings with hiring managers; maintaining regular communication with hiring managers to determine staffing needs
- Crafts detailed and compelling job descriptions and posts requisitions to job boards
- Promotes and communicates high priority requisitions to recruiting agents and through employee referral program
- Sources talent by utilizing job boards, postings, referrals, and attending events
- Build and maintain relationships with Colleges and Universities
- Screens talent to ensure candidates are qualified, cultural fits, and fully vetted for their interest in the role

- Serves as the first point of contact for candidates at all levels
- Submits applicants to hiring manager and schedules interviews, assists hiring manager in decision process
- Negotiates offers, prepares offer letter requests, and follows up to ensure success in closing candidates
- Support and suggest improvements to the recruitment process; collaborate with hiring managers in developing a recruiting process, forecasting needs and ensuring a strong talent pipeline
- Collect, review and analyze recruiting metrics including data on retention and employee experience to recommend and improve recruiting strategies for positive results
- Manage Applicant Tracking System

Experience Requirements:

- Excellent written and verbal communication skills, negotiating and presentation skills
- Staffing agency experience is preferred.
- Expertise with Applicant Tracking Systems
- Expertise with recruiting sources such as ClearanceJobs, CareerBuilder, Indeed
- Experience managing and prioritizing multiple searches, projects, and internal and external relationships with hiring managers, candidates, and recruiting agents
- Ability to continually seek new sourcing options, and develop creative approaches to sourcing and delivering candidates
- Ability to handle multiple tasks and adapt to changing priorities
- Self-Starter with track record of producing results in fast paced environment and able to work with little direct supervision
- Ability to treat sensitive and confidential information with appropriate discretion

We Offer:

- Competitive Salaries and Benefits Package
- Medical, Dental and Vision Insurance
- 401(K)
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Paid Time Off
- Advancement Opportunities
- Commuting Reimbursement