

Abt Associates
Associate Recruiter
Career Connector Job ID #10258

Description

Organization Overview

Join our high-impact HR team where you can be part of an innovative and creative team of HR professionals whose passion is the pursuit of excellence. At Abt Associates, the Human Resources team provides global, value-added programs, services, and consultancy in a timely manner. We aim to enhance the Company's ability to attract, retain, and motivate highly talented employees. We are committed to a work environment that supports collaboration, work/family initiatives and is strengthened by diversity.

Opportunity

The Associate Recruiter is responsible for the full life cycle of recruitment for assigned positions. Duties will include coordinating schedules, checking references, and performing related administrative recruitment tasks for the Recruiting team. The incumbent will be expected to cultivate an in-depth understanding of the business and its hiring needs.

Key Roles and Responsibilities

Works closely with proposal development teams and division technical staff and managers to help identify personnel needs for international recruitment primarily, as well as home office positions.

Assesses and responds to candidate/client needs to deliver high quality talent in a timely manner

Schedules and coordinates all candidate interviews and conducts phone screens, in-person and video interviews

Establishes sourcing and candidate development processes and practices committed to outstanding client service and delivery

Helps build and maintain networks of potential employees and consultants, while cultivating positive relationships in order to maintain a pool of qualified and interested candidates.

Manages communications between applicants and hiring managers to ensure optimal timing of application to hire process.

Employs a variety of standard and specialized sourcing techniques to identify a high quality diverse candidate pool

Works with HR and Hiring managers to develop and extend offers of employment to selected candidates within the guidelines of Abt's employment policies and procedures.

Ensures compliance with EEO and OFCCP guidelines and other government requirements.

Maintains careful tracking logs of candidate data, contacts, documents, etc.

Provides back up support to Recruiting Coordinator for posting jobs on Website and external sources.

Preferred Skills / Prerequisites

Possess strong and effective oral and written communication skills.

Have excellent interpersonal and presentation skills and be able to interact professionally and successfully with all levels of stakeholders (hiring managers, candidates, team members, vendors, consultants, etc.).

Adept with developing sourcing strategies for various roles and leveraging referrals; must be comfortable with cold calling.

Excellent with details and facts in all aspects of recruiting/HR work and capable of practicing discretion with sensitive information.

Minimum Qualifications

Bachelor degree with 0 – 2 years of experience OR the equivalent combination of education and experience.

Location: Rockville, Maryland United States

To Apply

https://career4.successfactors.com/career?career%5fns=job%5flisting&company=AbtPROD&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=61528&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&_s.crb=4tg%2bqelsDqfSJ369NMAvsAepVQY%3d