



In-house Recruiter

Who we are

InfoStructures, Inc. is an established technology services organization located in Rockville, MD. Since 1988 we have been employing leading-edge technologies and techniques and applying them to better the workplace.

We place great value in the work our people do and in the difference their efforts make in people's lives and we want someone who understands that.

What makes us different than other companies? It's simple: the quality of our people.

Who we are looking for

We are seeking an energetic, highly-motivated, qualified in-house recruiter for a 3-4 month effort.

What skills/experience you need

Proven, demonstrable experience recruiting technical candidates as an in-house recruiter. You should have:

- ❑ Superior oral and written communications skills
- ❑ A strong understanding of technical terms and concepts for technical positions in engineering, helpdesk, operations, hosting
- ❑ Strong recruiting skills and ability to build relationships
- ❑ Superior organizational skills
- ❑ Strong ability to self-motivate to complete assignments

What education/training/certification you need

Bachelor's Degree preferred

What you will do

You will identify and recruit multiple technical positions (e.g., engineering, help desk, operations), primarily for our commercial managed services business. This will require:

- ❑ Meeting with senior leadership and developing an understanding of the company culture and what we expect of our hires
- ❑ Using your own system/methods for tracking candidates all the way through the hiring process
- ❑ Refining job descriptions

- ❑ Managing the recruiting process, from identifying, vetting and bringing in great candidates for interviews
- ❑ Reporting on and demonstrating your progress
- ❑ Complete other duties as assigned

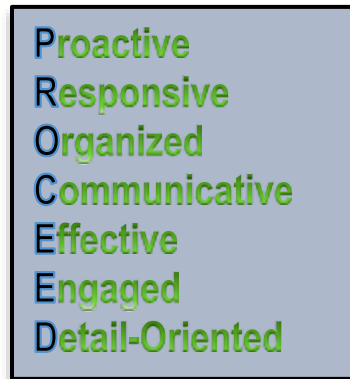
Where you will do it

You will work closely with the team at InfoStructures' HQ in Rockville, MD. Remote work is an option but expect to come in for regular meetings.

Please forward cover letter, resume and salary history/requirements to personnel@infostructures.com Equal Opportunity Employer.

Service Management Philosophy

INFOSTRUCTURES holds its staff members to the highest levels of expectation for service management and software development. Having analyzed the traits of our most successful personnel, we have identified and actively seek out these traits when recruiting. We incorporate these positive traits into our performance expectations. These have become part and parcel of our service management philosophy that we call “**PROCEED**.” The **PROCEED** service philosophy emphasizes **P**roactive/**R**esponsive, **O**rganized, **C**ommunicative, **E**ffective, **E**ngaged and **D**etail-Oriented interactions with clients, partners, and stakeholders.



Everything that InfoStructures does is driven by a set of core values:

- Always acting in the client’s best interest
- Demonstrating personal responsibility and integrity
- Practicing personal/professional excellence
- Exhibiting creativity and resourcefulness
- Enabling communications and teamwork