

# DFM

Development Services, LLC

BOND RELEASE MANAGEMENT PERMIT EXPEDITING DRY UTILITY DESIGN STORMWATER INSPECTIONS

**Title:** Recruiting Manager  
**Type:** Full time, exempt  
**Location:** Falls Church, Virginia  
**Reports To:** Owner

Local Entrepreneur who owns established businesses in the Site Work Construction & Real Estate Development industry is looking for an energetic and resourceful Recruiting Manager to help find and recruit new talent around the Metro DC Region. This position can have a huge impact on the future of our businesses and is a great opportunity for the right candidate.

### **Disclaimer:**

The following description has been designed to indicate the general nature and essential responsibilities of work performed by employees within this classification. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required.

### **Responsibilities:**

- Manage Recruiting process for 3+ businesses for a variety of white collar positions
- Work with owner to discuss details regarding team needs, open positions and create job descriptions
- Create/Manage vendor accounts with recruiting oriented vendors
- Post open positions in a variety of locations and track/analyze effectiveness of each location
- Coordinate and facilitate outreach efforts to find good, qualified applicants
- Attend industry career fair events and other events as needed to gain access to and get feedback from qualified candidates, targeted candidates and other industry professionals that may result in a candidate
- Screen applicant submissions and present qualified submissions to hiring manager
- Setup interviews with applicants and hiring managers

### **Qualifications:**

- College Degree
- Proven track record (4 years minimum) in the recruiting industry
- Must have a passion for recruiting and must enjoy networking
- Experience with several recruiting websites and other recruiting resources
- Willingness to work 45 hours a week

- Must be a good networker (existing strong network in DC Metro region is a huge plus)
- Must be looking for a LONG-TERM position
- Must be looking for a drama free and professional work environment
- Proficient in Microsoft Outlook, Word and Excel

**Compensation:**

- Competitive Salary
- Yearly Bonus
- Paid Holidays and Vacation
- Health Insurance
- 401K with Company match
- Company phone, computer, etc.

**To Apply:**

- Email your Resume and Cover Letter including your salary requirements to [jobs@dfmdevelopment.com](mailto:jobs@dfmdevelopment.com)