

Recruiter

WOODLAWN, MD
HR/ADMIN
FULL-TIME

Softrams is seeking a passionate, friendly, and professional Recruiter to join our team! This role will support full lifecycle hiring, and is integral to our efforts to continue building the strongest team possible.

Softrams is a Maryland & Virginia-based small business information technology, consulting, and solutions provider specializing in emerging technologies for UX/UI, Mobile Apps, DevOps, Big Data Analytics, Data Science, and Cyber Security. We offer innovative technology implementations and build customer-centric services that are simple, intuitive, scalable, efficient and most importantly usable.

Roles and Responsibilities:

- Responsible for full lifecycle recruiting.
- Identify qualified candidates according to relevant job criteria, using computer databases, networking, and internet recruiting resources, cold calls, media and employee referrals.
- Provides positive end-to-end candidate management experience.
- Builds a candidate network and connections with a focus on hard-to-fill and high-volume positions.
- Proactively maintains ATS database with accurate and well-ordered documentation on all candidates and candidate sourcing.
- Engages in local meetups and networking events for hiring candidates.

Required Skills:

- A Bachelor's degree in Human Resources, Psychology, Business, or a related field.
- At least 1 year of experience in full lifecycle recruitment.
- Strong written, and verbal, communication skills.
- Energetic and motivated to exceed personal and established recruiting goals.
- Result driven.
- Ability to adapt quickly to ever changing requirements and expectations.
- Efficient negotiating skills.
- Effective multi-tasking.
- Strong organizational skills.
- A positive, and friendly demeanor.

Preferred Skills:

- Experience working in IT industry and/or IT roles.
- Experience using an Applicant Tracking System.
- Experience in a communication heavy role.
- An understanding of hiring laws and regulations.