



**Vector Planning & Services, Inc.  
591 Camino De La Reina, Suite 725  
San Diego, CA 92108**

**Subject ID: Recruiter**

**Location: San Diego, CA**

**Primary Responsibilities:**

- Partner with hiring managers to develop creative staffing and sourcing strategies.
- Candidate sourcing and prescreening, facilitation of the interview/offer process, and applicant tracking.
- Verify education, certifications and references.
- Develop offer packages and work with Executive Management for approvals.
- Coach hiring managers on determining competencies, interviewing candidates, and assessing candidates.
- Organize and attend job fairs and other sourcing venues.
- Create/maintain daily recruiting reports to be shared with management team and hiring managers to update them on status of openings, candidates and overall recruitment process.

**Qualifications/Skills/Minimum Qualifications:**

- Must have DoD recruiting experience including working on Business Development and funded positions.
- Must have superior sourcing skills on a variety of different resume boards and networking tools.
- 4- 7 years of experience with Full Life Cycle Recruiting experience (corporate environment preferred).
- Experience reporting recruiting results on a frequent basis to upper management with accuracy and on time.
- Proven ability to manage multiple projects and candidates simultaneously without direct supervision.
- Former experience in a fast growing company with a heavy requisition load of various kinds of positions.
- Behavioral Interviewing experience is a plus.
- Experience with Information Technology and Technical Engineering recruiting.

**Education/Training:**

- Bachelor's degree in Business Administration, Human Resources, or other related discipline. An equivalent combination of experience and education will be considered in lieu of degree.

**Submission Requirements:** Please email your Word or PDF file formatted resume to [Recruiter@myvpsi.com](mailto:Recruiter@myvpsi.com). Your resume must include your current salary and desired salary range.

**Vector Planning and Services, Inc. is an EEO/AA Employer.**