



## VACANCY ANNOUNCEMENT

### Recruiter

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **Recruiter**. This is a professional position that will report to the Director of Business Solutions. This position is based in Arnold, MD.

The Recruiter is responsible for building a potential pool of qualified candidates to meet local business need. This position plays a critical role in ensuring AAWDC recruits the best talent for local businesses. The Recruiter position will include candidate relationship management, effectively coordinating with the business services team to understand business' talent needs, working with various internal initiatives and community organizations to source candidates, conduct candidate prescreening and tracking metrics related to recruitment. This position requires a perceptive person, who is capable of successfully identifying and recruiting talent.

Business Solutions provides customized workforce solutions for Anne Arundel County companies by providing innovative sourcing options, talent management strategies, assistance in upskilling incumbent workers, and other resources.

#### **Education**

A.A. degree in human resources, human services, business or related field is required. In exceptional cases, two years of directly related experience, in addition to the experience requirement below, may be considered in lieu of degree attainment.

#### **Experience and Knowledge**

Minimum of one year of recruitment/employment service experience to include client assessment is preferred. Considerable knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Knowledge of recruitment and sourcing techniques must be demonstrated. Knowledge of current resume and interview techniques.

**To Apply:** Send cover letter with salary requirements and resume to [jobs@aawdc.org](mailto:jobs@aawdc.org). Best consideration by November 4, 2016.

***No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.***

***Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.***