



YAKABOD

CORPORATE RECRUITER (GOVERNMENT PRIME CONTRACTOR)

Location: Work from Home; Tuesdays (and as requested) in Frederick, MD

Clearance: None Required

Job Type: Full-Time

Yakabod Inc. has an open, newly-created, Corporate Recruiter position to help fill its increasing demand for IT professionals with Clearance. A successful candidate will drive the hiring pipeline and process to ensure that open positions are filled as quickly as possible with the best talent. The Corporate Recruiter will be responsible for networking within the community of candidates and establishing a positive image for the company in the community; building networks of candidates; leveraging relationships to identify candidates who may be interested in new opportunities and developing creative, cost-effective sourcing strategies.

We're looking for impact players that resonate with our core values of Grace, Integrity, Excellence, Passion, and Consistency, which are the main components of our work culture.

Yakabod offer competitive salaries along with employer paid benefits such as: health, dental life, short term disability, long term disability, 401k with employer match, profit sharing, Employee Stock options, flex-time, personal time off, company paid holidays, tuition reimbursement, adoption reimbursement, charitable contributions, and more!

Requirements:

- B.A. or equivalent in Human Resources or related field
- 5+ years of demonstrated successful recruiting experience or equivalent combination of relevant education/experience
- Government and/or contracting recruiting experience required; experience recruiting cleared employees preferred
- Proven ability to engage and build long term relationships with colleagues
- Ability to handle confidential information at the highest level regarding all employee-related issues
- Ability to multi-task and handle conflicting priorities
- Proficiency in Microsoft Office Suite

Day-to-Day activities include:

- Initiating contact with potential qualified candidates for specific job openings using a variety of methods
- Reviewing resumes and pre-screening applicants against position requirements
- Scheduling interviews
- Utilizing internet online recruiting sources to identify and recruit candidates to include: job boards, social media, targeted industry groups, and networking
- Working directly with senior leadership and hiring managers on recruiting strategy and hiring related tasks
- Other HR support tasks as assigned

Interested candidates should send a resume and cover letter to careers@yakabod.com

YAKABOD IS AN EQUAL OPPORTUNITY EMPLOYER

The Yakabox knowledge sharing system is used worldwide by professionals who are serious about security to capture, create and share stuff that matters (without plowing through stuff that doesn't).

Founded in 2001, Yakabod is headquartered in historic Frederick MD, just outside the Capitol beltway. Visit www.yakabod.com, email careers@yakabod.com, or call 301.662.4554.