



VECRA is seeking a Full-Time Personnel Recruiter

VECRA, Inc. has a requirement for a Personnel Recruiter with 2+ Years' experience. The VECRA Personnel Recruiter Professional will join our Suffolk, New York headquarters.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant * Efficient * Collaborative * Responsive * Accurate**

JOB SUMMARY

Seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within an organization.

ROLES and RESPONSIBILITIES

- Develops, facilitates, and implements all phases of the recruitment process.
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Screens applications and selects qualified candidates.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.



- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Collaborates with the hiring manager and/or other human resource staff during the offer process, identifying and recommending salary ranges, incentives, start dates, and other pertinent details.
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies.
- Attends and participates in college job fairs and recruiting sessions.
- Performs other duties as assigned.

QUALIFICATIONS and REQUIRED SKILLS:

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- GED or High School Diploma plus experience may be substituted

OTHER

- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday
- **Onsite Location:** USA\ Suffolk, NY
- **Req Type:** Full-Time

COVID-19 PRECAUTIONARY MEASURES

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a



“masks welcome” policy, based on changes in public health guidance. Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to info@vecrainc.com with **Subject Line: Personnel Recruiter**