

# Fives DyAG Talent Services

<https://www.dyagtalentservices.com/job/technical-recruiter/>

## Technical Recruiter

### Description

FIVES DTS is looking to hire Entry Level Sales / Recruiter for our office in Indianapolis, Indiana.

Fives (pronounced fēēv, it's French) DyAG Talent Services is a part of Fives (again, it's fēēv) Group, a global engineering group headquartered in Paris, France. The historical origins of Fives dates back to 1812 and coincides with some of the world's most impactful industrial and economic events. Fives is responsible for some of the most impressive achievements of the industrial age, from the first steam locomotives to several of the most iconic landmarks in Paris, France including the Pont Alexandre III Bridge, the Gare d'Orsay train station, and the Eiffel Tower. While our organization is responsible for over 200 years of industrial progress, our proudest accomplishments are centered around having a hand in shaping over 200 years of personal journeys.

### Responsibilities

Sourcing and attracting candidates by using databases, social media etc. ie: CareerBuilder, indeed, LinkedIn, Glassdoor, Monster.

Conducting interviews and filtering candidates for open positions

Recruiter will learn full-cycle recruiting, from talent sourcing and attracting candidates to interviewing and hiring employees.

Recruiter will collaborate with team leaders and hiring managers on a regular basis and proactively identify future hiring needs. Recruiters will learn how to attract candidates using various sources, like social media networks and employee referrals. Our ideal recruiter has a background with screening, interviewing and assessing candidates.

Ultimately, the responsibilities of our Recruiters are to ensure our company attracts, hires and retains the best employees, while growing a strong talent pipeline.

Design and implement overall recruiting strategy

Develop and update job descriptions and job specifications

Perform job and task analysis to document job requirements and objectives

Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.

Source and recruit candidates by using databases, social media etc.

Screen candidates resumes and job applications

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule

Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes

On-board new employees in order to become fully integrated

Monitor and apply HR recruiting best practices

Provide analytical and well documented recruiting reports to the rest of the team

Act as a point of contact and build influential candidate relationships during the selection process

### Qualifications

Solid ability to conduct different types of interviews

Hands on experience with various selection processes (phone interviewing,

### Hiring organization

Fives DyAG Talent Services

### Employment Type

Direct Hire

### Industry

Professional

### Job Location

46280, Indianapolis, IN

### Date posted

September 5, 2019

reference check etc)

Familiarity with HR databases, Applicant Tracking Systems (ATS) and Customer Relationship Management (CRM)

Excellent communication and interpersonal skills

Strong decision-making skills

### **Education**

Bachelors Degree in Business or equivalent.

### **Job Benefits**

Hired employees will receive great benefits along with an extremely competitive compensation package. Benefits will include health, dental, life, short-term & long-term disability insurance paid by the company. Other perks include optional vision insurance, a 401K with a company match, tuition reimbursement options, a competitive bonus program, paid time off for vacation and sick days, and more...