



[https://www.vc3.com/?post\\_type=jobs&p=16987](https://www.vc3.com/?post_type=jobs&p=16987)

## Recruiter

VC3, Inc.

**Are you passionate about human resources and recruiting? Do you love helping people? Do you want to grow with a Great Place to Work?**

### Job Location

Columbia, SC

Remote work from: South Carolina; North Carolina; Georgia; Tennessee

**VC3**, an innovative IT services solution provider headquartered in **Columbia, SC**, has an exciting opportunity for a **Recruiter**. This position will allow you to grow with a stable IT managed services provider that has a 25-year history and that is continuing to expand throughout the country. Though being technical yourself is not a requirement, having a natural curiosity about technology is a must.

### Date posted

December 20, 2021

This challenging position is responsible for managing a variety of human resources functions, but will be focused on recruiting candidates that are a great fit with our company culture and core values.

### Here's what you will be responsible for:

- Executing full life-cycle talent acquisition that includes sourcing, screening, interviewing, and hiring for various positions within the company
- Reporting on key recruiting metrics, including time to post and time to fill
- Attending and coordinating networking events regularly, including career fairs and local college visits
- Assisting the human resources team with new hire onboardings, employee engagement initiatives, and administrative tasks
- Maintaining compliance with federal and state regulations regarding employment and hiring
- Managing the careers page through timely job postings and assisting with the creation of job descriptions
- Creating detailed documentation of our proven processes
- Providing excellent customer service to candidates and employees by exemplifying our core values

### Here's the background we think will make you successful:

- Bachelor's degree in human resources, business, or related field preferred
- 2+ years of HR experience, with 1+ years in recruiting
- Positive attitude and solution oriented
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Proficient with Microsoft Office products

### And, here is some additional info you will want to know:

- Work schedule: Monday through Friday, 8am-5pm
- Travel requirements: must have a valid driver's license, reliable transportation, ability to travel to networking events occasionally (less than 10%)

- Applicant selected will be subject to department of motor vehicles, credit, and criminal background checks
- VC3 offers a great benefits package including 401k matching!

Cognito.load("forms", { id: "1" });