
Position: Staffing Specialist

Location/Department: Dulles, VA / Technology Services Group® (TSG®)

Statement of Work: Will assist managers in the recruiting, selection, screening and on-boarding of diverse salaried and hourly employees. Ensure compliance with applicable laws and company policies/procedures. Conducts interviews to recruit prospective employees and refers job applicants to specific job openings. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information on the company.

Leverage online recruiting resources, employee referrals, and networking to identify and recruit the very best candidates. Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements. Use effective communication approaches that include proactively keeping others informed, appropriately expressing ideas and thoughts verbally and in written form, and timeliness. Develops an effective pipeline of key talent potentially available for immediate hire as forecasting and succession planning needs dictate. Develop innovative sales strategies and promote full service staffing solutions to prospective clients. Seek out new and exciting opportunities for all facets of business capabilities. Ensure closure of new business and account expansion, identifies and cultivate productive client relationships. Call on and establish relationships with businesses that use staffing services. Price staffing services. Work closely with Services team to insure clients expectations are met or exceeded. Attend networking functions, trade shows etc. to meet and begin to grow relationships. Follow up by phone, email and site visits. Enter all contacts and follow up information into the database and calendar for follow up reminders. Utilize available company marketing materials to present services to prospects.

Qualifications or Skill Required:

- Basic computer skills.
- Assist with Services accounts maintenance.
- An articulate and professional demeanor.
- Self motivation and discipline.
- An ambitious and competitive nature.
- Excellent communication, organizational and interpersonal skills.
- Resourceful problem solving abilities.
- Highly evolved customer service skills.
- The ability to build lasting relationships with individuals at all levels of an organization.
- The ability to drive sales through networking and relationship building.
- A discriminating eye for talent.
- Must be highly organized.
- Track and record data obtained from prospecting calls in contact management database

Experience Required:

- Previous cold-calling experience a plus.
- Experience in defense industry a plus.
- Track and record data obtained from prospecting calls in contact management database.

Education Required:

- BA/BS
- 3- 5 years professional experience and coursework in business.

Individuals who qualify for and are selected for this position, and do not currently live in the area, must be willing to pay their own expenses to relocate.

Working at TAG

Since 1984, Technology Advancement Group, Inc. has been an innovator in driving the IT industry to develop new products and is a leader in advanced hardware solutions for the rugged tactical IT arena. Our objective is to achieve the highest possible levels of service, delivery, and customer satisfaction consistent with our clients' requirements. As a privately held company and not a subsidiary or division of any other organization, TAG is able to proactively meet our clients' needs while simultaneously building our employees' careers.

Culture

Our positions offer a unique opportunity to join a growing, dynamic company that is partnering with government to help ensure national security. We encourage innovation, creative thinking, and team player attitude. Come work in a professional environment that promotes corporate and personal growth yet fosters balance. Through your skills, creativity, and commitment to excellence, you can contribute to our country's national defense and have a great time doing it!

Benefits

- Competitive pay
- Group health and dental coverage with prescription drug benefit
- Employee life and Accidental Death & Dismemberment (AD&D) coverage
- Annual vacation
- Sick leave
- Paid holidays
- 401(k) savings plan
- Direct deposit
- Credit union membership

TAG maintains a strong commitment to safety and requires that all new employees pass a drug test upon employment. Random drug screens may be a condition of continued employment.

Equal Opportunity Employer

TAG is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote in all job classifications without regard to race, color, religion, sex, age national origin, citizenship status, marital status, sexual orientation, or gender identity. Furthermore, TAG will not discriminate against persons who are veterans of the Vietnam era. Similarly, considering the need for reasonable accommodation to their limitation, TAG will not discriminate against persons because of their handicap, including disabled veterans. EOE M/F/D/V

www.tag.com