



Position: **Recruiter**

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a nationally recognized firm that has supported the delivery and management of over \$30 billion in facility and infrastructure systems.

With MOCA experiencing steady growth, we are actively seeking a Recruiter to support the Hiring Managers by sourcing and screening qualified candidates, as well as provide on boarding support during the hiring process.

Qualifications you will have if you are a great candidate:

Required

- 4 year/Bachelor's Degree and a minimum of 2-4 years related experience
- Experience using job boards to post open positions
- Ability to source and screen candidates/resumes
- Experience with MS Office (Word, Excel, PowerPoint) preferred
- Solid organization, planning, and multi-tasking skills
- Excellent communication skills

A Plus

- A Master's Degree in Human Resources or Human Resources experience
- Corporate recruiting experience
- Recruiting Software experience

Are you able to perform the typical duties and responsibilities this job requires?

- Craft job postings and post onto job boards/company website
- Screen candidates and search for qualified resumes, presenting to Hiring Managers
- Draft offer letters and send to Hiring Managers for signature
- Notify appropriate departments of new hire
- Follow up on new hire documents and verify all are completed correctly
- Send out on boarding packages and schedule new hire training

Please visit our website www.MOCAsystems.com for more information about benefits, career opportunities and life at MOCA Systems

For immediate consideration please send Resume, Cover letter AND Salary History/Requirements to Resumes@mocasystems.com