Our Cyber Security Consulting practice is looking for qualified industry professionals to contribute to the growing success of our Talent pipeline.

Our practice has revolving projects and opportunities for redeployment, new hiring and additional support of our central recruiting and sales operations. This position is responsible for support of full life cycle recruiting, sales support, consulting pipeline management and other HR related duties. This individual will work closely with the Sales/Account Executives and Sr. Recruiters on our active consulting projects. This individual will also help with all other functions of sales/recruiting lifecycle such as consultant/candidate relations, marketing, training/development, record keeping, performance management, policy implementation, communication and employment status.

**A Day in the Life**

Consider this a utility player in our consulting practice that will drive the success of our current and future talent pipeline. Reporting directly into the head of Talent Acquisition, there will be significant upsides in the success of the role. This individual will also coordinate with other Resource Management associates and client service leaders, to balance workloads and address any needs. The Resource Manager may oversee administrative support staff but will generally have no supervisory responsibilities.

**Duties include:**

- Prioritize consulting decisions based on engagement risk, specialization requirements, timing constraints, staffing continuity and geographic considerations
- Utilize scheduling tools to forecast hours needed for a project, track actual utilization, and monitor total headcount
- Partner with Executives, Account Managers, Tech Leads and other Hiring Managers on Talent Delivery and serve as Recruiting/Sales liaison
- Understand the needs of the hiring managers based on their region/location and assign appropriate client service personnel to engagements as well as balance the needs of the engagement with the preferences of individuals
- Build relationships with client service personnel, to identify personal schedule preferences and/or career development issues
- Provides input to and administers all human resource policies and procedures related to recruitment and staffing consultants
- Conduct, prepare, and deliver periodic (weekly, monthly, quarterly, and annual) reporting for the department
- Serve as Consulting Practice SME on current business and future business
- Prepare regular and ad hoc reports for internal use
- Integrate new hires into teams by aiding in mandatory training for all personnel
- Network with other team members across Sub-Areas and service lines, to address resource needs and deal with any conflicts
- Monitor unassigned resources and reassign projects to cope with personnel leaving or joining Vaco, or to meet changing client needs, acting as primary point of contact
WE ARE SEEKING:

- College degree, preferably in HR
- 2+ years recruiting experience
- Strong attention to detail and process improvement
- Proficient in Word processing and spreadsheet presentation software (Word, Excel, PowerPoint and Outlook preferred)
- Ability to work in a fast-paced environment
- Working knowledge of ATS systems, job board searching and Boolean searching
- IT recruiting, Staffing or Vendor Management experience
- Strong interpersonal and listening skills
- Flexible in adapting to constantly changing priorities
- Confident at working independently, with an ability to self-start
- Adept at handling multiple tasks, with strong organizational skills
- Creative problem solver - bring along new and innovative ways to recruit
- Ability to work remotely, travel and have a flexible work life balance. This opportunity also includes working in a new office opening in Mid-November in the Refinery Building.

WE ARE OFFERING:

- Competitive base earnings + uncapped commission + work/life balance
- Comprehensive Benefits: Medical, Dental, Vision, Life and Disability Insurance, 401k with company matching, Health Savings Account (with company contributions!), and more
- Generous PTO that increases with tenure
- Annual incentive trips to exotic destinations for you and a guest (top performers’ program)
- Annual training by industry experts for all Vacotians, as we like to call them, to hone their skills and exchange ideas

For more than 15 years, Vaco has matched people with the right careers and consulting opportunities in the areas of finance, accounting, technology, and administration. Vaco’s name is derived from Latin meaning “to free yourself from work,” and this is what we strive to deliver to our 7500+ international clients every day. Our clients span all industries and business stages; including household names like Google, Oracle, Verizon, Nestle, Goldman Sachs, and more. Since 2007, Inc. Magazine has named Vaco one of the fastest growing private companies in America. Experience what it’s like to free yourself with Vaco. Learn more at www.vaco.com.

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