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Recruiter (Language Training Division)

Description

Global Language Center (GLC) is a Woman Owned small business providing a wide array of professional language services to the US Government and commercial clients worldwide. Founded in 1996, GLC has grown because of our superb performance, care of employees, and in-depth language expertise. We offer several language services customized to our clients' organizational or individual needs covering over 60 different languages and dialects such as foreign language instruction and cultural awareness training to a wide range of Government employees.

GLC has been working with the State Department for the last 12 years providing foreign language training for new and continuing Foreign Service Officers, Diplomats and Ambassadors. During this time, we have increased our full-time staff to over 240 instructors, curriculum developers, testers, distance learning mentors, and management and support staff.

We now plan to increase our staff over the next four months and the services of a highly skilled and well experienced recruiter are critical to our continued success. The successful candidate will take great pride in recruiting teachers instructing new foreign languages and cultures to the U.S. diplomatic corps who will be responsible for advancing the diplomatic goals of the United States during the coming time of significant challenges.

The Duties and Qualifications for this position are described below.

DUTIES:

Work from Home (Must live with the DMV area)

Determines applicant requirements by studying job description and job qualifications

Experience recruiting foreign language teaching professionals and Linguist.

Determines applicant qualifications by interviewing applicants; analyzing responses; comparing qualifications to job requirements

Arranges interviews by coordinating schedules

Negotiate pay rates and obtaining agreements

Evaluates applicants by discussing job requirements and applicant qualifications; interviewing applicants on consistent set of qualifications.

Rewriting applicant resumes for submission for task order request.

Other duties as assigned.

Mandatory Qualifications (Education, Certifications, Experience, Skills)

Bachelor's with 3-5 years' experience in recruiting in the Foreign Language Instruction/linguistic field

Minimum 3 years' experience supporting government contracts

Hiring organization

Global Language Center

Employment Type

Full-time, Part-time

Date posted

January 27, 2022

Desired Qualifications (Education, Certifications, Experience, Skills)

Experience in talent acquisition

Experience working with government contract

Great analytical and critical thinking skills

Highly focused on job priorities and customer needs

Excellent communications skills

Strong attention to detail and process orientation