

# DIVISION-D

JOIN OUR TEAM

## RECRUITMENT MANAGER

Division-D is a leading online advertising network and digital media buying agency. We connect top-tier advertisers and advertising agencies with high quality, brand-name publishers.

We are looking to hire a full-time Recruitment Manager to recruit internally for a digital marketing company that represents both Fortune 500 companies and other high quality brands in a rapidly growing market. We offer an effective training program and an exhilarating work environment.

### ABOUT THE ROLE:

We are seeking a highly-organized, strong communicator who is passionate about internal recruiting and supporting the continued success of a fast-growing company.

Successful candidates will demonstrate the ability to meet deadlines, work in a fast-paced environment, handle confidential material, network effectively, and represent the company well.

### CORE RESPONSIBILITIES:

- Prospect for potential candidates, review resumes, conduct initial interviews, and provide candidate feedback to hiring managers
- Guide incoming hires through the onboarding process
- Represent Division-D at recruitment events, career fairs, and network with local colleges
- Plan events to increase company morale and promote employee retention
- General administrative duties, as needed

### REQUIREMENTS:

- Bachelor's Degree
- Strong organizational and time-management skills with the ability to juggle many responsibilities at one time
- Strong verbal and written communication skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook)
- Ability to work independently and in a team setting

### BENEFITS:

- A fun and engaging work environment that encourages and reward growth and performance
- Company Health Insurance
- Bonus opportunities

### DIVISION-D RECRUITMENT TEAM:

Please submit your résumé to [careers@divisiond.com](mailto:careers@divisiond.com).  
573-445-3083 | [careers@divisiond.com](mailto:careers@divisiond.com)