

# DIVISION-D

JOIN OUR TEAM

## RECRUITMENT MANAGER

We're looking to hire a full time Recruitment Manager for our Chicago, IL office. We offer effective training and an exhilarating work environment!

### ABOUT THE ROLE:

We are seeking a highly organized, strong communicator who is passionate about the inner workings of a company's human resources department. Successful candidates will demonstrate the ability to meet deadlines, work in a fast-paced environment, and handle confidential material.

### CORE RESPONSIBILITIES:

- Efficiently and effectively fill open positions
- Conduct résumé reviews, initial interviews, and provide candidate feedback to hiring managers
- Guide incoming hires through on-boarding process and initial training
- Represent company at various recruitment events and career fairs
- Plan events to increase company morale
- Office manager and general administrative duties

### REQUIREMENTS:

- Bachelor's Degree
- Strong organizational, verbal communication, and writing skills
- Experience using Microsoft Office suite (Excel, Word, PowerPoint, Outlook, etc.)
- Ability to work independently

### BENEFITS:

- A fun work environment that encourages and rewards growth and performance
- Bonus opportunities

### ABOUT DIVISION-D:

Division-D is a leading online advertising network and a digital media buying agency. We connect high quality, brand-name publishers with Fortune 500 advertisers.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, cover letter and available times that you can interview. Please contact us with any questions you may have or to setup an interview.

Division-D Recruitment Team  
573-445-3083 [careers@divisiond.com](mailto:careers@divisiond.com)