



# DIVISION-D JOIN OUR TEAM!

## RECRUITMENT MANAGER

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

We are looking to hire a full-time, entry-level 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

### BENEFITS:

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

### 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

### ABOUT DIVISION-D:

Division-D is a leading digital media partner. We work directly with both brands and agencies to provide a full-service approach for their digital ad campaigns. Digital channels include: website and apps, social media platforms, connected devices, email marketing, and more.

We are interested in filling this position right away and will start conducting interviews immediately. Please email your résumé, portfolio, 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

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