

Position Available: Recruiting Assistant

(San Diego, CA)

Description

Metlang is one of the largest provider of translation, transcription and interpretation services to the law enforcement community and government agencies nationwide.

Metlang has an immediate opening for a Recruiting Assistant.

Responsibilities

- Ensure office that services two to twelve personnel at any given time is well-stocked and functioning
- Assist in coordination and production of orientation and interviews
- Prepare applicants and linguists for government background investigations, including fingerprinting and document review
- Target appropriate candidates for position openings and conduct phone interviews
- Research new recruiting venues
- Create, update and maintain reports and candidate lists in Excel spreadsheets
- Perform data entry into company databases
- All other tasks as assigned

Qualifications

- A high school diploma and equivalent work experience
- College experience preferred
- Experience with Microsoft Office
- Military experience working overseas with interpreters preferred
- Fluency in Dari and/or Pashto a plus!

Positions

Please email resumes to resume@metlang.com and type Recruiting Assistant in the subject line.

Metropolitan/Metlang is an EEO/AA employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. All qualified applicants will not be discriminated against on the basis of disability.

[Apply for this job now!](#)