

**Company:** BKV Group  
**Location:** Any BKV Practice Site Location (Minneapolis, Chicago, DC or Dallas)  
**Job Title:** Recruiter Architecture and Engineering  
**Reports to:** Director of Professional Services/Partner

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BKV Group is a holistic design firm providing a full complement of architecture, interior design, engineering, landscape architecture, and construction administration services. Our core belief is that regardless of project type, design has a profound impact on the community, and our responsibility as a multidisciplinary firm is to enhance the economic, aesthetic, social, and environmental context of the communities we shape and design. Since 1978, BKV Group has grown from a sole proprietorship into a diverse partnership with 200+ employees sharing knowledge across practice sites in Chicago, Dallas, Minneapolis, and Washington, DC, creating relevant and meaningful design solutions that allow our clients' dreams to become a reality. For more information, visit: [www.bkvgroup.com](http://www.bkvgroup.com).

**Description:**

BKV Group seeks a talented Recruiter with 3+ years related experience in the Architectural or Engineering field to join our firm. BKV Group's Recruiter is a professional responsible for collaborating with the Director of Professional Services on the firm's recruiting needs across all disciplines and practice sites in sourcing potential employees. The recruiter will utilize necessary resources, perform outreach to targeted candidates, garner excitement about the various opportunities we are hiring for and conduct initial conversations to ensure the candidates are a good fit for BKV. In coordination with the Director of Professional Services, assist with scheduling interviews with BKV Leadership for the identified candidates.

- Collaborate with the Director of Professional Services (DPS) on the design and implementation of the overall recruiting strategy, with direction received from the BKV Board and Managing Partners/Discipline Leads/Directors.
- Develop and update job descriptions and job postings with DPS.
- Prepare recruitment materials and post job to appropriate job boards/social media sites/colleges/etc.
- Source and screen candidates using a variety of recruiting tools, databases, phone calls, emails, social media, etc.
- Track the status of outreach methods, points of contact, number of outreach attempts, and status of candidates. Provide status updates to management.
- Assist with screening candidates' resumes and job applications, collaborating with the Director of Professional Services and the Discipline Leads/Directors.
- Conduct initial screening interviews over the phone or via video conference to filter candidates.
- Assess applicants' relevant knowledge, skills, soft skills, experience and general fit for BKV.
- Provide brief written background on potential candidates to the DPS and Discipline Lead/Director in evaluating the next steps with coordination of an official interview to assess the potential fit for the role.

- Schedule interviews with the candidate and necessary BKV leaders.
- Conduct reference checks on candidates as requested.
- Provide monthly assessment and update to DPS ahead of monthly Board Meetings on outreach efforts, trends, analysis of recruiting efforts for Board update.
- Establish yourself as a trusted point of contact in building influential candidate relationships during the interview and hiring process.
- Promote BKV Group's values, policies and culture in garnering excitement with the candidates about who we are and the great work we do in Enriching Lives and Strengthening Communities.
- Support all efforts to attract, hire and retain the best employees while growing a strong talent pipeline.

**Qualifications:**

- BA/BS Degree preferred.
- Minimum 3 years' experience as a recruiting professional; proven work experience as a recruiter either in-house or via a staffing agency; the ideal candidate has previous experience in recruiting architecture, interior design, and engineering professionals at all levels.
- Excellent verbal and written communication skills.
- Excellent organization, time management skills, and ability to build rapport with employees and potential candidates.
- Must be proficient in Microsoft Office Suite.

BKV Group offers a flexible, hybrid work schedule with three days in the office (Tues - Thurs) and two days optional for remote working (Mon & Fri). With excellent benefits, competitive salaries, and continuous opportunities for growth, BKV Group gives you the tools to achieve your goals. We invite you to submit your resume. Please indicate your name, desired position, and location in the e-mail subject line.

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