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# Example of Associate Recruiter Job Description

Our growing company is searching for experienced candidates for the position of associate recruiter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate recruiter

* Collaborate with client hiring managers to anticipate and meet staffing needs, ensure quality of selection and timeliness of hire
* Market qualified candidates to new and existing clients
* Advise client hiring managers by applying knowledge of their organization and expertise of labor markets to staffing decisions
* Increase branch profitability through increasing existing business, bringing in new applicants, and managing gross margin dollars
* Collaborate with client and human resources to provide employee coaching to our employees and best employment practice to our clients
* Assist on specialized projects or programs, upcoming proposal efforts, as appropriate
* Maintains a high level of customer service by partnering with all levels of management in order to make successful hiring decisions
* Performs a variety of administrative tasks to support the recruitment process including coordination of temporary employee assignments, as needed
* Establish recruiting requirements by studying organizational plans and objectives
* Schedule and conduct kick off meetings with hiring managers to discuss positions, candidate pools, target companies and search strategies

## Qualifications for associate recruiter

* Must possess proven excellent customer service skills and an ability to handle heavy volume with confidence and calmness
* Excellent verbal and written interpersonal communication skills required with an overall positive, professional, and ethical disposition
* Must be able to work with tight deadlines, possess a high level of self-motivation, and have excellent work ethic
* Bachelor’s Degree in Business, HR, or a related field highly preferred
* 2-5 years experience in Staffing
* Familiarity with Military installations a plus, but not required