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# Example of Associate Recruiter Job Description

Our innovative and growing company is looking to fill the role 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

* Proactively identify and recruit passive candidates, using sourcing strategies, cold calling, and networking tools
* Build and maintain relationships with hiring managers within lines of business, and educate them on the recruitment process
* Review all applicant resumes and sources for fit with position description and requirements
* Effectively phone screen all relevant applicants, and make recommendations to hiring managers for interview selection
* Schedule interviews for candidate with hiring managers and interview teams
* Gather interview feedback from candidates and interview teams, consult with hiring managers to determine selection process and next steps
* Obtain all critical information on candidates
* Conduct reference checks if applicable for the role
* Work with Recruitment Coordinator on background checks and all necessary compliance
* Partner with Recruitment Manager and Compensation to discuss offer parameters

## Qualifications for associate recruiter

* Interviews, evaluates, and recommends candidates for hourly and salaried openings to ensure high quality of candidate and culture fit to organization
* Learns to serve as consultant to managers to educate and guide them through hiring process to ensure needs of organization are met
* Prepares recruiting documentation such as job profiles and structured interview plans to obtain appropriate and necessary information to evaluate candidate's qualifications in consistent manner that provides equal opportunity to all job applicants
* Travels to remote locations to recruit and interview candidates
* May represent company at recruiting events such as job fairs, college recruiting, and industry shows to secure top talent for organization
* Knows and applies company staffing processes in legal and ethical manner to ensure compliance with government regulations and appropriate laws