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# Example of Contract Recruiter Job Description

Our company is growing rapidly and is looking to fill the role of contract recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contract recruiter

* Screen, interview, and evaluate candidates
* Foster relationships with candidates though follow-up and follow-through
* Shepard candidates through the interview process, negotiate salaries, and close them
* Develop and maintain understanding of recruitment best practices, understanding of businesses operations
* Responsible for full-cycle recruiting efforts
* Screens resumes and conducts initial screening interviews of internal and external candidates for full- and part-time positions
* Set up candidate interviews with hiring managers
* Provide hiring managers with regular feedback on search process, candidate profiles, challenges and opportunities
* Ensure pre-employment activities are initiated and completed
* Consult and recommend a talent identification strategy through targeted advertising sources & passive recruiting

## Qualifications for contract recruiter

* Proven track record in hiring sales and technical positions such as presales Systems Engineers, Solutions Architects, and Account Managers
* Sense of urgency and results oriented
* Ability to run independently whilst collaborate with stakeholders globally
* Bachelor’s degree in Business, Human Resources or related discipline preferred or equivalent experience
* Experience required in a setting that requires a sense of immediacy, ability to manage competing demands, receive criticism and constructive feedback and maintain adaptability and flexibility
* Experience placing senior level and niche candidates highly preferred