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# Example of Director Recruiting Job Description

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

## Responsibilities for director recruiting

* Develop relationships with vendors, universities, government and other referral agencies to support AAP, current and anticipated talent needs
* Develop a critical eye for appropriate candidates by fully understanding the unique needs of the hiring managers and conducting comprehensive interviews that test for the right attributes
* Market the firm to candidates, developing a strong sense of what sells in the competitive Indian and US markets and how we package our positions and opportunities
* Successfully manage the offer delivery and candidate “sell” process- create and deliver compelling offer proposals, ask probing questions to understand the factors in a candidate’s decision making process and coordinate “sell” efforts to effectively address questions or concerns with the ultimate goal of securing an acceptance
* Drive decision-making with the line and hiring managers to expedite the hiring process
* Create and help manage against quarterly and annual goals- interviewing and hiring targets, managing against milestones for longer-term team initiatives
* Participate in special projects (i.e., executive team presentations, analysis of effectiveness of hiring channels, interview training modules)
* Analyze recruiting trends to inform recruiting effectiveness and efficiency
* Help establish and drive recruiting events such as interview days and Campus Recruiting efforts
* INDKD

## Qualifications for director recruiting

* Experience with Applicant Tracking System (ATS) systems
* 15+ years of recruiting experience including 5+ years leading Talent Acquisition teams (preferably engineering recruiting) in a high tech environment
* Demonstrated experience in successfully leading and managing large scale projects and teams in recruiting or related functions
* Demonstrated success in leadership, strategy development and execution
* Effective process, work flow and systems designer
* Detailed knowledge of business processes and procedures service and systems