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# Example of Director Recruiting Job Description

Our company is searching for experienced candidates for the position 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

* Present Consultants in weekly team meetings, participate in business development discussions, and develop new recruiting strategies based on current client needs
* Manage various recruiting responsibilities such as maintenance and mailings, placement of internet advertising, EEOC requirements documentation, periodic re-examination of overall recruiting process and training of new recruiting managers
* Provide ongoing Client Service and Business support including client calls and meetings, project presentations and engaged consultant meetings at Client facilities
* Big Four or consulting firm recruiting experience preferred
* Technical proficiency with all aspects of Internet recruiting preferred
* An extensive professional network in the South Florida area is a plus
* Creative, with business savvy and the ability to respond quickly to ever-changing conditions
* Competitive with an entrepreneurial spirit that motivates within a cohesive team environment
* Creates an effective recruiting strategy that contributes to the success of overall market goals, plans and strategies
* Successfully manages and retains highly-skilled Consultants by building strong relationships, providing regular communications and identifying opportunities for growth and development

## Qualifications for director recruiting

* Knowledge and experience in fundamental training design concepts, tools and processes (Understanding of modern LMS Systems, blended learning techniques/e-learning)
* Ability to manage multiple stakeholder requirements in a fluid environment while driving significant change in business
* Ability to lead projects from implementation to execution with focus on risk management, stakeholder management and strong operational results
* Advanced analytics capabilities (BI results analysis, statistical controls)
* Demonstrated experience in enhancing productivity and optimizing the Learning and Development teams
* Background in telecommunications is an asset