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# Example of Driver Recruiter Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of driver 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 driver recruiter

* Analyze driver needs for specific branches/locations, communicates any special needs to the National Fleet Manager
* Plan, organize and execute national recruitment strategies to attract drivers and owner/operators
* Communicate with Company drivers and owner/operator applicants through all stages of the onboarding process in order to recruit, select and hire qualified individuals
* Conduct driver screening, interviews and background checks
* Conduct new driver orientation and support a smooth onboarding of new drivers and owner operators
* Responsible for sourcing, advertising, screening, interviewing and assessing candidates and developing effective practices to ensure a qualified, high caliber candidate pool is presented to hiring managers
* Research and recommend new sources for active and passive candidate recruiting, build networks and develop a pool of qualified candidates in advance of needs
* Performs other administrative duties such as answering telephone lines, background checks in regards o Independent Contractors and their drivers
* Conduct telephone interviews of qualified candidates
* Engage, screen, qualify and inform potential prospects from various lead sources using cold calling, e-mail, computer databases, and Internet recruiting resources

## Qualifications for driver recruiter

* Preferred knowledge of AS/400, Microsoft Office and Recruiting/Sales contact management platforms
* Intermediate personal computer skills, including electronic mail, recruiting database activity, word processing, spreadsheet, graphics
* Driver recruiting experience is a must
* HR background is a plus
* MS Office Suite, with intermediate Excel preferred
* 2 years recruiting experience (drivers a plus)