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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

* Provide technical recruiting and hiring advice to Hiring Managers in addressing complex staffing issues
* Perform market assessments to driver talent and labor market in different areas of the country
* Provide direction to H.R
* Review resumes assessing qualifications, skills, and abilities of candidates
* Schedule / conduct face to face and video interviews with potential candidates
* Monitor, evaluate, and approve background and reference checks
* Help and provide direction to external candidates regarding the application and interview processes
* Represent Shaw and source candidates through recruitment events
* Counsel displaced associates during reductions in force
* Maintain current and detailed knowledge of company policies, benefits, and other initiatives

## Qualifications for driver recruiter

* Excellent written and verbal communication ability - ability to direct, instruct and follow up
* Exceptional interpersonal skills – with the ability to develop working relationships with business partners at all levels
* Highly organized with the ability to handle multiple tasks in an organized and efficient manner
* Detail oriented – all task must be completed accurately and thoroughly
* Technically savvy – MS Office Suite
* 2+ years of industrial/transportation or Oil & Gas experience required