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# Example of Executive Recruiter Job Description

Our company is looking for an executive recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive recruiter

* Create targeted sourcing strategies for executive positions
* Provide credible participation in the Recruitment Strategy Meetings
* Directs and supervises the beginning to end staffing process within the sub-region
* Leads regional and global initiatives that impact staffing
* Advise hiring managers and HR Generalists on key decisions throughout the staffing process, including candidate profiles unlock on process efficiency
* Conduct quarterly review meetings with business leaders and key business partners to provide an overview of recruiting achievements opportunities to improve hiring performance moving forward
* Participate in special projects/recruiting initiatives
* Be able to self-direct their efforts in building subject matter expertise within the areas of science and research that the center supports, as it aligns to the search parameters they are presented
* Be able to communicate at all levels of leadership, including knowledge of executive and faculty level offer components, benefits and competitive practices
* Serve as a subject matter expert on sourcing resources, new and creative recruiting techniques, labor market and industry trends, and a comprehensive cancer center network of scientific research intel and information, in order to ensure our sourcing efforts and recruiting practices are successful, cost‐effective, and competitive

## Qualifications for executive recruiter

* Demonstrated experience and proficiency in direct solicitation of candidates with strong hire conversion ratios
* Strong recruiting compliance knowledge and understanding, business acumen and organizational savvy necessary to understand and anticipate future business and talent needs
* Basic knowledge of HR disciplines to include compensation, benefits, staffing, regulatory and affirmative action regulations
* Professional certification in HR related discipline (PHR, SPHR, CIR, CDR, etc)
* Previous experience working in recruiting in an OFCCP-regulated industry
* Expert at using databases and internet mining techniques to surface candidates