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# Example of Executive Recruiter Job Description

Our company is looking for an executive recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for executive recruiter

* Develop a talent pipeline for immediate hire and upcoming positions as the strategic plan dictates
* Establish goals and objectives to align with the overall recruiting business strategy
* Oversee recruitment expenses for events and programs within established budget and identify and negotiate cost savings
* Evaluate effectiveness of current programs and process and make recommendations for improvement
* Work with recruiting team on various projects as assigned
* Evaluate, manage and develop 3rd-party recruiting resources (executive search firms, research contractors, relevant job-boards)
* Develop search strategies and perform thorough assessments to assess talent
* Lead the development of industry and company target lists the identification of potential candidates and sources
* Develop and manage effective communication frameworks to include weekly progress report meetings with clients on all active searches
* Conduct thorough, interrogative references and negotiate the offer package

## Qualifications for executive recruiter

* Minimum two years’ experience in business, sales, or accounting
* Must be able to work flexible hours to meet desired candidates on weekends, evenings
* Must have experience on mapping and sourcing resumes from all sources and being able to interview candidates to determine their qualifications/abilities
* Business English and fluent German required
* Decision making ability - Identifies and understands issues, problems, and opportunities
* Order to evaluate and refer the best of the best to hiring managers