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# Example of HR Recruiter Job Description

Our company is growing rapidly and is looking for a HR recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR recruiter

* Coordinate Job Fairs and lead execution
* Lead the creation of recruiting and interviewing plan for open positions review applicants to evaluate if they meet the position requirements
* Maintain all pertinent applicant and interview data in the HRIS and track applicant flow
* Conduct prescreening interviews and coordinate interviewing and selection process with hiring managers
* Conduct pre-employment drug screens and background checks for potential candidates
* Create and send offer letters and new employee orientation packages
* Process new hire paperwork (I-9, W4), EAF (Mployee Central)/SAF, route offers for approval, and administer New Hire Orientation
* Coordinate development of an onboarding plan (first day/first 30-60-90 days)
* Maintain employee’s files and coordinate Temp Resources (according HR policy)
* Develop creative recruiting strategies to attract qualified candidates to meet company demands

## Qualifications for HR recruiter

* Interest and Passion to work as a INDIVIDUAL CONTRIBUTOR
* End to End Recruitment Responsibility
* Excellent Sourcing Skills from Professional Networking Sites, Blogging , Social networking sites
* Excellent Planning Skills and active involvement by working with Internal Business Customers and help them grow their business rapidly
* Smart, technology savvy personnel
* Work on building the database of technical resources