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# Example of HR Recruiter Job Description

Our innovative and growing company is looking to fill the role of HR recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR recruiter

* Assisting in preparing advertisements and suggesting approaches to employment advertising
* Obtaining references and transcripts as required
* Evaluating turnover and identifying retention concerns
* Putting up job requisitions in our internal recruitment system and follow through the entire hiring process
* Performing reference and background checks for potential employees
* Follow through the entire hiring process from arranging interviews, obtaining Management approval, preparing and sending offer letters, pre-boarding and onboarding activities
* Perform any other special projects as assigned
* Recruit, interview, and check references for potential candidates within ADP Recruiting Management
* Make offers of new employment, process promotions and position changes for current employee population
* Manage and track Temp Agencies for multiple locations

## Qualifications for HR recruiter

* Experience with external recruiting websites
* Must possess and exhibit the maturity, poise, polish, presence, intellect, and organizational and communication skills necessary to successfully interact with a variety of individuals including senior hiring managers and external candidates
* A proven partner to recruiters and/or hiring managers relative to recruiting plans and execution, candidate assessment and hiring, and market intelligence
* A proven self-starter with the ability to cultivate and maintain strong relationships with internal
* High energy and proactive attitude
* Efficient and resourceful