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# Example of HR Recruiting Job Description

Our company is searching for experienced candidates for the position of HR recruiting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR recruiting

* Experience with Applicant Tracking System (ATS)–UltiPro a plus
* A track record of sourcing and recruiting success in a fast-paced environment
* Daily management/creation of Arrow employment brand
* Subject matter expert in recruiting reports and analytics
* Forge partnerships with current technology to improve efficiencies across the recruiting function
* Learn to perform candidate searches
* Coordinate candidate travel and expense reimbursement, ensuring all finance and AP processes are followed
* Develop job posting templates for various roles
* Coordinates non-exempt recruiting efforts through requisition postings on company recruiting site, ad placements, colleges and other highly visible outlets to ensure adequate applicant flow and diverse applicant pool
* Screening resumes, phone interviewing and presentation of qualified candidates to hiring managers along with scheduling onsite interviews, as needed

## Qualifications for HR recruiting

* Interest in career in HR, recruiting, higher education or a related discipline preferred
* 3+ years hands-on Human Resource software application experience highly desired
* Bachelor’s degree, Master’s Degree in Psychology or in HR Management preferably
* Previous experience in recruiting will be considered a plus
* Plan and organize in–house events, if needed, to promote the event
* Attend in–house events / presentations