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# Example of IT Recruiter Job Description

Our company is growing rapidly and is looking for an IT 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 IT recruiter

* Organize and attend job fairs and recruiting events
* Meet with hiring managers to understand job requirements and competencies, evaluate and identify staffing strategies to develop diverse candidate pools, set expectations, and frequent ongoing communications to provide updates/status
* Participate in the interview process for all relevant candidates and well as manager the full recruiting process including management of the ATS system
* Consult with hiring managers and HR in the final selection of qualified candidates to meet organizational needs through participation in salary recommendations, extending verbal offers of employment and coordinating new hire process
* Working closely with the Leadership teams and hiring managers to identify organisational needs, and to take accurate candidate specifications
* To become the partner of choice for all talent Acquisition initiatives whilst advising on the best recruitment practices for specific requirements
* Partner closely with critical HR business partners across Region
* Serve the business at a very deep and high touch level
* Identify candidates ahead of the organizational needs and improve our use of social media for brand awareness whilst acquiring passive talent
* Screening all candidate profiles against current and future demand

## Qualifications for IT recruiter

* 5+ years minimum of full-cycle recruiting experience, preferably with some exposure to IT recruiting
* Minimum 3 years experience in professional recruitment environment as agency consultant or in-house recruiter
* Ability to understand the business need vs
* Broad stakeholder management experience
* Proficiency with applicant tracking databases, such as Taleo, Microsoft Office Products
* Is very enthusiastic and has a positive, optimistic, can-do attitude