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# Example of Recruiter Contract Job Description

Our innovative and growing company is hiring for a recruiter contract. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for recruiter contract

* Leverage effective sourcing strategies to attract active and passive candidates
* Supports the talent acquisition process from requisition approval to new hire through the use of an Applicant Tracking System (Workday Recruiting)
* Find inventive and creative ways to attract top talent
* Manage applicant flow via the company's ATS, Greenhouse
* Pre-screen and interview candidates
* Work with stakeholders throughout the Recruitment process (i.e., hiring managers, HR Managers) to learn about open roles, determine core capabilities/ experiences for success in these roles, and create a plan for filling these roles (including timeline, interviewers, etc)
* Source for candidates for open roles (including internal, external, actively looking, and passive candidates)
* Proactively source for high-quality candidates who may not fit the profile of current vacancies, and maintain relationships when vacancies arise
* Pre-screen candidates using telephone interviews, testing
* Manage the interview process - work with Recruiting Coordinator to schedule interviews, coach interviewers, facilitate consensus meeting

## Qualifications for recruiter contract

* Ability to demonstrate agility and effectively cope with ambiguous scenarios, work in a self-directed environment, and grasp new concepts and come up to speed quickly in response to new assignments
* Possesses knowledge of talent mapping methodologies, functions and vendors
* Experience recruiting back end developers, front end developers, interactive designers, project/program managers, within a growing technology firm
* Excellent and demonstrated written and verbal communication skills, strong attention to detail and accuracy in work
* High sense of urgency and strong follow-through is essential
* Must have 3-5 years recruiting experience with an agency or in a corporate multinational company environment