Downloaded from <https://www.velvetjobs.com/job-descriptions/recruiter-hr>

# Example of Recruiter / HR Job Description

Our growing company is hiring for a recruiter / HR. 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 recruiter / HR

* Coaching and counseling of business leaders in the areas of employee relations, performance management, discipline, career development
* Follow up on various employment duties such as Unemployment claims or legal issue resolution
* Implement and execute against a variety of candidate generation strategies, programs, and techniques
* Identifying internal and external talent to support the business objectives
* Reviewing vacancies, clarifying requirements and collaborating with hiring managers on expectations and process to acquire the necessary talent
* Understanding competitive trends
* Participating in college career fairs, job fairs and open house opportunities for applicants
* Identifying internal and external candidates
* Identifying and screening Manager in Training Program candidates
* Developing and recommending job offer details

## Qualifications for recruiter / HR

* Minimum 3 years of employment recruiting experience strongly preferred
* Experience with high volume call center recruiting is highly preferred
* Quality-focused with the ability to meet tight deadlines
* Experience in handling leadership hiring
* Full lifecycle recruiting experience - cradle to grave
* A minimum of 3 years of experience in a recruiting organization or 3 years of HR generalist