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# Example of Recruiting Analyst Job Description

Our company is searching for experienced candidates for the position of recruiting analyst. 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 recruiting analyst

* Ongoing maintenance, troubleshooting, and support of high quantity of integrations (10+ in ATS, 8+ in CRM plus 75+ job boards within CRM)
* Participate in TA Communities of Practice (Recruiter, Sourcer, Search Associate) as technology SME to provide updates on known issues and planned improvements facilitate open forum discussion related to technology needs
* Data Analytics- Identify trends and provide recommendations looking at the organization health metrics on Talent and HR Operations
* Be an SME of the corporate reporting tools on HC and recruitment
* Support HR Operating Plan process and provide necessary reports/data required for planning purposes
* Work closely with corporate central teams like Recruitment analytics, HR Analytics and Ops, HRIS BI team and stay abreast of the latest
* Assists with the expansion and continued presence of AAG recruiting through marketing and engagement
* Provides input for the current marketing budget and planning for future years
* Coordinates and oversees a team of AA line pilots on part-time special assignment status responsible for the recruitment of mainline pilots
* Conceptualize and present innovative programming to students on undergraduate and/or MBA campuses, and at the firm

## Qualifications for recruiting analyst

* When you start, you will receive up to eight weeks of New Hire Orientation, professional training, and relevant technology education to help you launch your consulting career
* You must either be either in your penultimate year of study, or a 2017 graduate
* Bachelor/Master Degree majoring in Transportation, Logistics or Supply Chain related field
* Effectively communicate with all levels of personnel both inside and outside the Company
* Bachelor of Arts or Science degree, or equivalent, in a related field
* Minimum of 3 years of experience supporting systems in an business analyst role