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# Example of Recruiting Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of recruiting assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for recruiting assistant

* Coordinate, schedule, and facilitate a heavy volume of interviews (Phone, Skype, Video Conference, In-Person) for the Recruiters and internal Hiring Managers
* Enter interview candidates into the building’s security system and greet and escort candidates to their interviews
* Produce, maintain, and update a high volume of weekly reporting
* Draft new hire offer letters
* Manage and track all incoming new hire paperwork to ensure all documentation is present for to continue the pre-employment processes
* Update candidate and position statuses in Avature throughout the recruitment process
* Act as liaison between GTA and background check vendors to answer questions or follow up on reports
* Review background check reports for accuracy
* Submit new hires for compliance clearance
* Complete references for new hires as assigned by the Recruiters

## Qualifications for recruiting assistant

* Schedule travel, organizing of Recruiting events and attending job fairs/conventions as needed
* Bachelor's degree and minimum 2 years Administrative or Coordinator experience in Human Resources, Recruiting or in Entertainment with heavy scheduling experience
* Must be pro-active and be able to work on a team independently
* Degree Qualified or relevant experience
* Ability to think on your feet while under pressure
* Notify new hires of clearance and confirm start dates and accurately enter all new hires in Workday