Downloaded from <https://www.velvetjobs.com/job-descriptions/recruiting-assistant>

# Example of Recruiting Assistant Job Description

Our growing company is hiring for a recruiting assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for recruiting assistant

* Follow new hires through the Workday approval process to ensure timely approval for HR On-boarding and IT processing
* Creating job descriptions with guidance from department managers
* Promoting positions through various services
* Reviewing resumes
* Conducting Initial phone interviews
* Performing background checks as needed
* Initiating advanced testing based upon position
* Coordinating on-site interviews
* Sending follow-up communications
* Manage and maintain recruiting database

## Qualifications for recruiting assistant

* Create offer packets for new hires
* Assist in the coordination of candidate/recruiting travel
* Perform data entry including, employee referrals, candidate travel and interview information, updating candidate resumes/contact information
* Experience using the following office software (Google docs, Adobe, MS Office)
* Flexibility traveling between from our San Francisco and Mountain View offices
* Highly organized and detail oriented with the ability to prioritize multiple functions and tasks while managing your time efficiently