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# Example of Recruiting Associate Job Description

Our innovative and growing company is searching for experienced candidates for the position of recruiting associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for recruiting associate

* Generate and draft offer letters
* Draft offer sign off memos with recruiters
* Process all new hire paperwork, including background checks and references
* Develop relationships with hiring managers
* Invoicing/expense management
* Owning the relationship with the hiring managers
* Having intake meetings with the hiring managers to align on job specifications, timing and strategy
* Assessing difficulty of positions to fill and setting the appropriate candidate pipeline strategies (i.e., marketing, Linkedin sourcing, push for referrals)
* Screening and assessing candidates to determine which go to the hiring manager interview stage
* Engaging with hiring managers on progress and determining whether strategy shifts are needed to secure the right talent

## Qualifications for recruiting associate

* Maintains data in resume tracking system
* Schedules activities, special events and programs, such as interns and co-ops events, scholarship program
* High School Diploma, military experience, GED or Equivalent Certification
* Consolidate and maintain recruitment-related policies and procedures
* Partner with HR Operations to define the recruitment-technology roadmap
* Manage existing vendor relationships and secure new vendor relationships as appropriate