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

# Example of Recruiting Associate Job Description

Our growing company is hiring for a 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

* Manage recruiters schedules
* Assist Temporary Staffing Manager with managing temporary work force including completing payroll process and confirming candidate availability
* Support the core school interview capacity planning process by determining number of interview schedules by school, reviewing forecasted vs
* Develop recruiting analyses to assess interview quality and support other recruiting initiatives (e.g., case prep effectiveness, decision driver analysis)
* Act as point of contact for all interview related materials/content (e.g., interview day info, travel times, pre-wire and debrief guidelines, written case and experience interview materials), post content on Sharepoint site, share and communicate with school and office recruiters and direct recruiters to appropriate locations for latest materials
* Consolidate and support the interviewer development process by sharing recruit outcomes and feedback with interviewers
* Coordinate the scheduling and logistics for trainings related to Q/A projects
* Maintain all recruiting tools and facilities
* Manage and monitor all candidate communication
* Create daily updates on candidate status

## Qualifications for recruiting associate

* Experience in other areas of Human Resources outside recruiting
* Inputs Wharton candidate information as required
* Monitors office outreach activities through database
* BA/BS degree required with at least three years related work experience
* Prefer 1-2 years in a similar function or environment
* Knowledge of database applications required