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# Example of Recruiting Associate Job Description

Our innovative and growing company is looking for a recruiting associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for recruiting associate

* Partner with business recruiters to create and maintain a seamless candidate experience
* Engage with hiring managers and establishing credibility by displaying a deep understanding of their teams, objectives, and talent profiles
* Manage the temporary work force including completing payroll process and confirming candidate availability
* Aid in providing a positive candidate experience, ensuring each candidate receives timely communication
* Attend recruiting events with Sr
* Own full-cycle recruiting for both tech and non-tech early talent full-time and internship roles
* Attract, source, screen and assess a diverse candidate pool of the best early talent to fill open roles across the business
* Ensure our candidate experience is reflective of our culture and brand from start to finish
* Build creative attraction and targeted sourcing strategies
* Partner with Recruiting Coordinators to organize recruiting events and interviews

## Qualifications for recruiting associate

* Work directly with candidates for entry, mid, and senior level roles
* BA/BS degree required with strong academic achievement, plus at least one year of professional experience in an analytic role and/or recruiting/HR
* Demonstrated ability to use data to generate insights
* Advanced familiarity with PowerPoint and Microsoft Excel (including models and pivot tables)
* Ability to synthesize analysis, recommend actions and prioritize next steps
* Ability to represent Bain to prospective candidates