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# Example of Recruiting Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of recruiting consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for recruiting consultant

* Sources, screens, qualifies, and interviews candidates
* Administers and interprets behavioral and personality assessments to ensure candidates’ suitability for sales roles
* Coaches DAs on the essential elements of effective recruiting, as appropriate
* Expected to travel about 50% of the time
* Leads and coaches their assigned Recruiting Specialist (RS) to ensure proper support of their division’s recruiting and hiring goals
* Lead Workday HCM, Talent & Recruiting implementations
* Review, interview and assess candidates for skill proficiency
* With admin assistant support, coordinates onsite/phone interviews scheduling of candidate including travel arrangements
* Together with hiring manager, HRBP and compensation team, successfully design, negotiate and deliver compelling offer to the final candidate including offer paperwork
* Monitors and reacts appropriately to ensure exceptional candidate experience before, during and after the selection process

## Qualifications for recruiting consultant

* Become the lead Subject Matter Expert within the HCM/Recruiting functional area of Workday
* 6+ years recruiting experience with 3+ years of experience in the financial services industry (required)
* Series 6, 7, 63, and/or 65 securities licensure
* Military service (or comparable) experience (preferred)
* In-depth knowledge and understanding of Recruiting methods, techniques, and practices, especially in the use of internet recruiting resources and field recruiting techniques
* Proficient in utilizing major and specialized job boards (LinkedIn, Indeed)