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# Example of Recruiting Consultant Job Description

Our growing company is looking for a recruiting consultant. 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 consultant

* Recommend best practice considerations in overall module configuration, business process or module design
* Requires exceptional communication and presentation skills, a good understanding of business principles with a strategic thought process
* Manage the full-cycle execution of campus recruitment activities (such as information sessions, career fairs and interviews) at multiple undergraduate schools across the Southeast
* Manage all aspects of the Cooperative Education and Internship Programs, which includes recruitment, rotational placement, professional networking activities full-time placement upon graduation
* Apply expertise in people research, quantitative analysis, and data visualization to help Facebook recruit, grow and retain talent
* See beyond the numbers to identify solutions that will raise the bar for all things people-related
* Take ownership of the entire recruiting lifecycle, explore rich untapped data, and collaborate with top-notch data engineering and visualization talents
* Partner with HR and recruiting teams on people projects to identify and clarify critical recruiting issues, deeply understand our recruiting processes, and analyze data to drive improvements
* Bring together Facebook-specific data and outside research to help leaders understand recruiting and people issues, and take action
* Develop and deliver Customer Enablement programs and services as outlined above, including end-to-end feature deployments

## Qualifications for recruiting consultant

* Capable of developing and implementing strategic recruiting plans
* Knowledge and understanding of military benefit programs and military transition assistance programs
* Must be a self-starter and capable of independent work
* Proficient in utilizing Microsoft Office software, , Excel, Word, PowerPoint, Outlook, and Internet Explorer
* Able to safeguard confidential information
* 3-5 years of progressive experience in full-cycle corporate and/or search firm recruiting environment that directly aligns with the specific responsibilities for this position