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# Example of Recruiting Lead Job Description

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

## Responsibilities for recruiting lead

* Heavy, complex interview scheduling that will consists of international and offsite meetings external video/telepresence conferencing
* Track and monitor recruiting progress
* You have experience leading and developing teams of 5+ recruiting coordinators
* You have a superb ability to consult recruiters and sourcers
* Responsible for ensuring the team is leveraging latest sourcing tools and market leading best practices for finding talent
* Manage the team to increase direct sourcing, create sourcing strategy and plans to meet demand
* Directly manage recruiters based in your location including performance, req volume, coaching
* Partnering with Technology leaders, Recruiting Line Of Business Lead, Recruiters and HR Business Partners to ensure appropriate coordination between Line of Business and Site needs
* Developing and executing robust market outreach strategies to support all candidate supply channels including, but not limited to, diversity, military, boot camps, event sponsorship and employee referrals
* Actively monitoring key performance indicators (i.e., time to fill, aged requisitions, ) and developing action plans to escalate and resolve issues

## Qualifications for recruiting lead

* Highly analytical, comfortable with large data sets, and able to extract business insights from analysis
* Builds teams to support our long term strategy
* Ability to create and develop relationships with internal partners and key stakeholders
* Bachelors’ degree in Human Resources or related field or significant experience in a similar role
* Knowledgeable of employment laws
* High level of political savviness