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# Example of Recruiting Lead Job Description

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

## Responsibilities for recruiting lead

* Directly manage a small team of recruiters including performance, req volume, coaching
* Actively monitoring key performance indicators from the Recruiting Site Lead (i.e., time to fill, aged requisitions, ) and partnering to developing action plans to escalate and resolve issues
* Manage the full recruiting lifecycle in a highly matrixed, global environment
* Evaluate candidates during resume review, screening & interview process
* Record, maintain and track all recruiting activities in B.E.S.T
* Create, lead and execute effective plans for sourcing and interviewing candidates
* Manage a staff of recruiting coordinators located in Somerset, NJ who support recruiters in the Americas region
* Actively partnering with Recruiting Site Lead and C level technology managers to understand site-wide hiring plan
* Partnering with Technology leaders, HR Business Partners and your direct recruiters to ensure appropriate recruiting support
* Regularly meet with local C level technology management to discuss and progress recruiting plans, share competitor intelligence and report on current recruiting efforts

## Qualifications for recruiting lead

* Proven track record of designing and implementing Diversity Recruiting Programs
* Validated experience in delivering a delightful candidate experience
* You have the ability to connect and effectively communicate with people of all levels
* You demonstrate extraordinary teamwork and multi-tasking skills
* You can thrive and prioritize in a constantly changing environment
* Strong command of contract management