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# Example of Recruiting Lead Job Description

Our growing company is looking to fill the role of recruiting lead. 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 lead

* Maintains a thorough understanding of employment laws and regulations applicable to recruiting
* Collaborates with hiring managers and other key stakeholders in the recruiting process
* Coaches and mentors recruiters and recruiting teams
* Own the tech recruiting events budget and calendar, team communications and briefings, plus the post-event reporting and analysis
* Manage relationships with key partners that ensure the success of recruiting events
* Partner closely with Facebook teams and around the world to manage consistent event and branding processes
* Ability to take direction and input to develop effective event strategies that are engaging, innovative and will achieve the organizational + brand goals
* Work closely with business partners to consistently refine processes and assess opportunities for improvement – including the recruiting team, Facebook leadership, and cross-functional partners
* Point of contact for general operations and program inquiries from tech recruiters
* Manage a small team of 1 coordinator and 2 senior event associates

## Qualifications for recruiting lead

* Strong experience with vendor management and onboarding
* Candidate needs to have a desire to work in a flexible and fast-paced environment which will include nights and weekends during peak recruiting periods
* 7+ years of full-cycle technical recruiting experience (in-house tech experience preferred)
* Works closely with the Recruiters and the Recruiting Coordination team to ensure delivery of candidates against business need from opening a role to offer acceptance
* Partners with the Retained TA team to ensure alignment of needs against business strategy
* Accountable for creating and maintaining strategies to generate a diverse range of talent for each role