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# Example of Recruiting Lead Job Description

Our growing company is searching for experienced candidates for the position of recruiting lead. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for recruiting lead

* Manage the daily work flow for the recruiting team, including load balancing and reporting
* Provide day to day guidance and direction to Recruiting Coordination cluster team (CE or NE), acting as the first escalation point
* Collaborate with Recruiting Coordinator Lead, Europe, to execute recruiting processes
* Resource planning with other Area Leads to ensure effective delivery and equal distribution of workloads
* Oversee and carry out processes for initiating and posting requisitions in collaboration with Hiring Manager, ensuring all data is present
* Oversee and carry out the scheduling of assessment and selection activity with shortlisted candidates
* Oversee and carry out processes of contract/offer documentation/administration for new hires, triggering background checks if needed
* Ensure administration of new employee onboarding, educating Hiring Managers on next steps and complete electronic filing requests
* Ensure new hire electronic employee files are accurate and complete
* Manage candidate reimbursement processes

## Qualifications for recruiting lead

* Develops innovative recruitment marketing strategies to create company awareness to target passive and active candidates
* Manages the full life cycle recruiting processes from sourcing to closing the candidate
* Builds relationships with external partners as appropriate to identify suitable talent
* Builds and maintains internal partnerships with hiring managers to understand hiring needs to ensure staffing goals
* Ensures delivery against the Global recruitment KPI’s
* Performs activities of Recruiters as needed