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# Example of Recruiting Manager Job Description

Our company is growing rapidly and is looking to fill the role of recruiting manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for recruiting manager

* Manage assigned business units' recruiting/staffing operations and programs
* Research most efficient and cost effective strategies including all advertising media, job fairs, college recruitment, agencies and internet recruiting to meet staffing needs
* Plan and monitor appropriate staffing levels and workload distribution
* Ensure client satisfaction by having a thorough understanding of the various business units, service lines, and roles/positions on-going communication with clients and human resources
* Conduct periodic benchmarking of workforce planning techniques, internal and external staffing best practices, and over all trends that could lead to the recommendation of changing current recruitment practices
* Work with executive and regional leaders to understand hiring needs personnel development needs
* Select and manage recruiting agencies for EMEA
* Think big and be comfortable challenging convention
* Share your deep Recruiting experience with our small but mighty team, serving as a thought partner and a mentor to junior team members
* Be hands-on--owning full-lifecycle recruitment (from direct sourcing to hire) for senior roles (VP + Director) within your groups

## Qualifications for recruiting manager

* Recruitment subject matter expert level understanding of assigned client groups (several years hands on experience with detailed general understanding of jobs and candidate requirements)
* 7-8 years of recruiting experience, with 1-2 years in a lead or management role
* Have a strong knowledge of social media options available to the team to connect with military and veteran talent
* Ability to learn systems and processes quickly
* OFCCP experience
* 7+ years of recruitment/HR experience, with a minimum of 5 years’ experience managing a large, multi-site recruiting team