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# Example of Recruiting Manager Job Description

Our innovative and growing company is looking to fill the role of recruiting manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for recruiting manager

* Manage tech team members, including commitment setting and performance management
* Drive workforce planning and capacity planning, optimize team to deliver against hiring demand and set up innovative sourcing strategies
* Organize and participate to events to drive talent attraction and employer branding
* Ensure business leaders prioritize position requirements based on business needs, improving the quality and time to hire when filling positions
* Ensure that a positive hiring experience, that delights our future employees, is delivered
* Lead with innovation and robust recruitment solutions
* Develops multi-level relationships in client organizations to assure retention and further development
* Manages the daily operations of the recruiting staff at the branch(s) supported
* Evaluates, develops and implements recruiting standards, measurements and production expectations to ensure consistency across the branch(s) and implements tactics to accomplish goals
* Actively participates in, and many times spearheads, the weekly activity meeting for the branch(s)

## Qualifications for recruiting manager

* Excellent written and verbal communication, influencing skills
* 5+ years in recruiting management and/or Sr
* Candidates must also demonstrate success in driving for results
* Experienced manager, supervisor, or mentor
* Demonstrable experience on USAID-funded opportunities
* Preference for field-based international development experience on USAID-funded programs