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# Example of Recruiting Operations Job Description

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

## Responsibilities for recruiting operations

* Lead change management efforts on major transformation initiatives including development and execution of comprehensive communications and training plans
* Ensure employee and operational readiness for the initiative, including development of job aids, drafting and sending communications, creating and facilitating training, ensuring proper testing/ piloting, and completion of change management tollgates as required
* Identify process efficiencies and implement across the organization
* Create a collaborative relationship with the Recruitment Council and HR Technology and the Employee Services Center to lead the Technology Roadmap for recruiting (ATS, internet recruiting, pre-employment assessment, vendor management, intern programs, military programs, diversity programs)
* Lead in partnership with the Recruitment Council the identification of a Recruitment Dashboard that measures key metrics that are used in all businesses
* Drive the recruiting and hiring process for the PO&T function
* Manage expectations of business leaders, hiring managers and candidates
* Utilize, update and maintain Talent Acquisition tools and systems, ATS, CRM
* Ensure successful completion of hiring efforts in an efficient, effective, and (most importantly!) candidate-centric manner
* May occasionally be asked to assist in the scheduling and preparation of candidate interviews and testing by sending confirmations or itineraries, coordinating travel arrangements (when necessary), managing interview day logistics

## Qualifications for recruiting operations

* Exceptional working knowledge of PowerPoint/PitchPro and Excel with demonstrated ability to utilize the analytical functions within these programs
* Demonstrated success building partnerships with business clients
* Flexibility to travel, on occasion, within Mountain West Region (CO/NM/UT/AZ)
* 2+ years of working experience in an applications developer role
* Interested in learning new frameworks and technologies
* Previous experience supervising direct reports preferred