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# Example of Recruiting, Senior Job Description

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

## Responsibilities for recruiting, senior

* Assists with coordination of HR functional tasks activities within the organization
* Sources data, prepares and distributes various reports and documentation related to applicant status
* Compiles and summarizes responses to questionnaires, surveys or other information from assigned department
* Code and monitor approval of departmental invoices pertaining to background, reference, and license vendors
* Develop relationships with Field Leaders for the EAR and Practice Acquisition due diligence processes
* Organize, conduct and own the due diligence process and book portability reviews by leading calls with external candidates to discuss their book of business for select region(s)
* Lead the AAG governance process – reviewing CBAs, delivering the agenda and facilitating the governance call
* Support the offer approval processes for experienced advisor and practice acquisition offers
* Coach and consult with field leaders and senior leaders on EAR deal structure
* Lead large team processes (from due diligence through start date)

## Qualifications for recruiting, senior

* Ability to direct source candidates and build pipelines through industry networks, social media and other creative methods
* Intermediate excel and knowledge of ATS
* Bachelor´s degree is mandatory, and master degree is highly desirable
* Able to manage multiple priorities while delivering acquisition services with excellence
* 7+ years of Finance recruitment experience along with other corporate and or search firm progressive recruiting experience including sourcing and full life cycle recruiting for senior level Finance candidates, including years in program management and /or talent consulting
* Proactively identify issues that could negatively impact the offer or on-boarding process and support resolution