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# Example of Retail Recruiter Job Description

Our company is looking for a retail recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for retail recruiter

* Manage interview training for all Store Managers, owning the store recruitment process and standards
* Source candidates, manage initial interviews and present final candidates to hiring managers
* Build a strong bench of talent for retail within the NYC region
* Network and build relationships within the market to identify future talent
* Partner with the New Store Openings Trainer & Recruiter on talent and pipeline
* Conduct reference checks, help administer new hire paperwork and support on-boarding when necessary
* Completing administrative tasks that ensure compliance with employment regulations by maintaining recruitment and selection records application copies, interview notes and reasons for selection decisions
* Recruiting for a variety of roles across the Retail department from entry to senior level appointments across a wide range of business areas
* Managing end to end recruitment process, including writing job descriptions, selecting recruitment methods, advertising roles, screening CV's, conducting interviews, offer management and feedback ensuring a positive candidate experience from application to offer/decline
* Building strong partnering relationships within the People team and Hiring Managers across the business at all levels, with external suppliers and agencies

## Qualifications for retail recruiter

* Able to manage multiple open positions at once
* Source and screen candidates, setup interview schedules, and run offer interview
* Hiring experience in IT industry
* Proven organizational skills with high attention to details, the ability to prioritize and work well in a VUCA environment with competing demands
* Utilising and developing social media channels to maintain high direct sourcing success
* Maintaining Recruitment tracker in conjunction with Finance team