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# Example of Retail Recruiter Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* General recruitment administration booking interviews/rooms, maintaining ATS system, advertising roles, sitting in on interviews where necessary and supporting line managers with anything recruitment related
* Coordinating and supporting assessment centres for entry level recruitment
* Develop an in depth understanding of our Retail and Customer Service teams – the structure, the team dynamics, the business challenges and opportunities in order to effectively build this team in a highly competitive marketplace
* Confers with hiring manager to identify or confirm personnel needs, job specifications, job duties, qualifications, and skills and assists with internal/external job posting process
* Provides consultation and guidance to hiring managers throughout the recruitment and selection process
* Conducts professional communication with all job applicants and provides a positive representation of the bank through all interactions
* Utilizes established sourcing sites and contacts to source qualified candidates
* Follows established recruitment process ensuring compliance with company policy, and state and federal regulations
* Coordinates participation in, sets up display, and publicly represents organization at job fairs
* Conducts compensation analysis to determine appropriate salary for applicant and extends offers to selected candidates with approval of Retail Recruiting Manager and/or Staffing Manager, Compensation and Hiring Managers

## Qualifications for retail recruiter

* Proven recruitment experience, ideally from an in-house background being able to manage high volumes of vacancies within tight timeframes – ideally having worked in the Buying, Merchandising, Garment Technology, Design and Production space
* A background and knowledge of recruiting a variety of head office roles across all levels and business functions
* Experience within a similar fast paced, commercially focussed fashion retail environment would be highly desirable
* Experience using Social media tools in a Recruitment context – LinkedIn
* Excellent stakeholder management skills and able to juggle multiple demands and be able to build strong relationships across the business
* Self Starter, ability to solve problems and think creatively