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# Example of Senior Recruiter Job Description

Our company is growing rapidly and is hiring for a senior recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior recruiter

* Overseeing the full cycle of recruitment including sourcing, screening, interviewing, testing, and offering candidates
* Sourcing candidates and maintaining an active candidate pipeline
* Devising sourcing strategies to attract top talent
* Understand how to recruit both active and passive candidates
* Build and cultivate relationships across all levels and business areas including both clients and HR stakeholders
* Gather candidate feedback from interview teams
* Manage the data associated with the recruitment process
* Build strong relationships with internal clients while partnering with the HRBPs
* Screen, interview and register prospective professional candidates
* Submit and review candidates with the sales staff and the customer

## Qualifications for senior recruiter

* Prioritization skills are required the ability to be flexible should priorities change quickly
* Bachelor's degree and experience in-house recruiting in the video games industry strongly preferred
* Outgoing, calm, focused, results-oriented, self-motivated, entrepreneurial professional
* Organized, detail oriented and demonstrated ability to manage high volume recruitment activities
* Strong working knowledge with a company-wide recruitment database system, internet, HRIS system, MS Word, Excel, Outlook
* Previous experience in lateral recruiting within a fast paced environment