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# Example of Senior Recruiter Job Description

Our company is looking for a senior recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior recruiter

* Utilize tools to build and maintain a candidate pipeline such as job boards, job fairs, social media, networking
* Implements sourcing strategies to provide a qualified and diverse candidate pool
* Develop and execute sourcing and recruitment strategies to identify external talent through passive and active methods
* Manage full life cycle recruiting process from requisition creation through the employment offer for UA opportunities within specific Business Units, ensuring an excellent candidate experience throughout the recruiting process
* Partner with HRBP team, hiring managers, and business leaders to identify needs
* Utilize applicant tracking system in compliance with staffing requirement to support the recruitment process
* Develop and maintain a network of professional contacts to help identify, source and engage talented industry leaders – Develop an effective pipeline of key talent potentially available for immediate hire as succession planning needs dictate
* Develop innovative strategies that include, enhancing diverse recruitment efforts
* Own and drive staffing strategy and hiring results in partnership with Product and Merchandising leaders
* Partner with HRBP team, hiring managers, and business leaders to identify needs and regularly communicate results, priorities and challenges to drive strong alignment and partnerships

## Qualifications for senior recruiter

* Thorough knowledge of IT and/or shared services industry recruitment
* Has in-depth knowledge of the business segment strategic resource objectives and the talent acquisition functional area
* Ensure you are responsive and competent to carry out your responsibilities on a daily basis
* Previous experience managing stakeholders and candidates
* A minimum of 5 years experience in recruitment or other related professional service function required
* Must have proven success in a high volume recruitment environment