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# Example of Senior Recruiter Job Description

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

## Responsibilities for senior recruiter

* Partners with Hiring Managers and Human Resources Managers in the sourcing and recruitment process for assigned searches
* Utilize innovative sourcing techniques and strategies to find, connect and recruit top talent
* Cultivate a robust network of potential candidates through pro-active market research, events and on-going relationship management
* Although technology (e.g., social networking) makes recruiting easier, it’s still a phone game in the end
* Partner with agencies and search firms to outsource recruitment efforts as needed
* Be an effective ambassador of the company to all potential candidates and third parties including but limited to schools, third party agencies, family, and friends, people on the street
* Partner with hiring managers throughout the interview process to develop job descriptions, identify candidates, manage the candidate experience and negotiate offers
* Meet with hiring managers on a regular basis to discuss hiring needs and current status of candidates
* Maintain a solid understanding of industry trends and provide insight into the competitive landscape
* Attend various industry events and career fairs

## Qualifications for senior recruiter

* Bachelor's degree in human resources management or a related field, or equivalent work experience
* 7+ years of progressive corporate and/or search firm recruiting experience, experience in pharmaceutical recruiting
* A Bachelor’s Degree and 5 to 7 years experience in both agency and corporate recruiting with a high concentration in corporate recruiting
* Established path of success in candidate generation & strong candidate assessment skills
* Experience with internet research – Prior use of LinkedIn Recruiter License preferred
* Strong full life-cycle Wealth Management recruitment experience