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# Example of Specialist, Recruiting Job Description

Our growing company is looking to fill the role of specialist, recruiting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for specialist, recruiting

* Create supplemental background cases as needed
* Assist with drug tests schedules
* Verify candidates are not on the Do Not Rehire list
* Maintain high level of confidentiality with access to candidate and employee personal information
* Meet all deadlines and communicate concerns and changes
* Ensure candidates meet company background requirements for the position they are being hired into
* Assist with compliance audits
* Assist processing US immigration Visas and permanent resident cards
* Strive to meet turn time goals while ensuring compliance is never compromised
* Resolve system integration issues between Applicant Tracking System (ATS) and background screening company

## Qualifications for specialist, recruiting

* University degree or academic training in Media and Communication Science, Marketing, English, or Human Resources
* Deep knowledge in Swiss academic landscape is a must
* Ability to work independently with little supervision in a team setting/collaborative environment
* Recruitment / research experience is a must
* Recruitment experience within Life Sciences, Biotechnology or Pharmaceutical industry
* 2 Years of Sourcing/Recruiting High Tech