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# Example of Specialist, Recruiting Job Description

Our company is looking to fill the role of specialist, recruiting. 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 specialist, recruiting

* Handle all recruiting aspects including, but not limited to, sourcing for candidates, posting jobs on job boards, track applicants, and recruit for open requisitions as needed
* Recruit for blue color positions such as janitors, house cleaning, kitchen staff
* Handle general administrative duties
* Support compliance issues relating to travel nurses and internal employees
* Reviewing applications to ensure completeness and eligibility for internal transfer/promotion
* Conducting interviews for open internal positions, while identifying the best job match for applicants and communicating such to them
* Performing a variety of administrative support functions for the HR department as a whole
* Providing back-up support for external recruiting events
* Source/Recruit and identify candidates through various channels, job posting responses, employee referrals, internet advertisements, internet data mining, direct recruiting, job fairs
* Partners with managers at various levels to provide full life cycle recruiting services

## Qualifications for specialist, recruiting

* At least 2 years experience recruitment within the Manufacturing/Engineering Industry
* Customized processing and monitoring of the application, from its reception and resume screening to the final decision and contract preparation
* Management of the recruiting process (interview planning, accompaniment of and feedback to the applicants, liaising with coaching and selling teams…)
* Taking over and update of our recruiting tools
* Creative sourcing and marketing including experience sourcing diverse candidates using a combination of sources such as on-line postings, networking events, direct calling, print advertisement, purchased research, contingency firms, SEO
* Ability to work in a fast paced, evolving structure/regionalized environment