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# Example of Specialist, Recruiting Job Description

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

## Responsibilities for specialist, recruiting

* Provide administrative and operational support to the team of Recruiters in support of the full life cycle recruiting process
* Maintain confidential information through the organizations ATS
* Assist with drafting and sending of candidate related correspondence, including but not limited to interview confirmations
* Assisting in scheduling of candidate travel, training, team meetings, invoice processing and other tasks as necessary
* Initiates pre hire background and sanction checks and reviews results
* Provide full cycle recruitment services
* Utilize applicant tracking system to identify candidates for interview
* Ensure onboarding requirements are met
* Actively initiate and monitor candidate background investigations including, tracking of and reporting on progress, communicating with candidates and vendors and communicating adverse correspondence as necessary
* Accurately enter employee information into HRIS related to newly hired employees and internal employment changes, audit pre-employment/new hire paperwork, posting scripts, obtaining required forms and signatures as needed

## Qualifications for specialist, recruiting

* Effectively handle real estate and technology logistics for the recruiting team
* 3 to 5 years of recruitment experience
* Extensive knowledge with Applicant Tracking Systems (ATS), Brassring preferred
* Ability to thrive in a high-performance team environment
* Bachelor Degree in Human Resources is strongly preferred
* Professional demeanor with excellent oral and written communication skills