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# Example of Technical Recruiter Job Description

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

## Responsibilities for technical recruiter

* Communicate clearly and timely with candidates, hiring managers, and teammates
* Selectively network and nurture industry relationships that foster introductions to potential candidates, directly or through referrals
* Use and maintain JobVite Applicant Tracking System consistently to capture applicant activity
* Participate in scheduled and ad hoc team meetings
* Demonstrate an ability to anticipate hiring manager preferences by maintaining low interview-to-offer ratios
* Source candidates within the framework of the position specification
* Leverage technology to support productivity
* Some conference travel required (less than 25%)
* Leads full cycle recruitment process for openings, ensuring a smooth and positive candidate experience
* Conduct necessary research to build a qualified and diverse talent pool

## Qualifications for technical recruiter

* Must have the ability to employ unique and unchartered methods for identifying potential candidates
* Must have the ability to work autonomously and with a team
* Strong IT Technical Recruitment experience required
* 2+ years of recruiting experience, focused on technical profiles (this condition is mandatory) in a Consultancy Firm/Agency or Company
* Ability to manage multiple job order requirements
* A previous experience in the selection of contractor/freelance profiles will be considered a plus as the management of the expatriates