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# Example of Technical Recruiter Job Description

Our growing company is looking to fill the role of technical recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for technical recruiter

* Conduct initial phone interviews to assess candidate's skills, experience and interest
* Partner with hiring managers and HR to negotiate and finalise offers for candidates
* Manage the interview process and ensure excellent customer service
* Propose and implement ongoing improvements to sourcing and recruiting efforts
* Manage weekly and monthly reports for management
* Develop special projects which add value to the team, , training sessions on targeted sourcing concepts
* Source qualified candidates, review resumes, and prescreen candidates while moving the interview process forward in a timely manner
* Work with hiring managers to develop unique full cycle hiring strategies and interview criteria for each role
* Sourcing and screening of potential IT candidates for contract, contract-to-hire and permanent openings with our clients
* Analyze candidate information to determine matches between candidates and job openings

## Qualifications for technical recruiter

* 3+ years of experience using social platforms as talent databases
* Experience using Internet recruiting methods, including sourcing products and applicant tracking systems
* Experience in recruiting in highly competitive candidates across many lines of business
* AN INCREDIBLE SENSE OF URGENCY!! – Ability to work across multiple divisions and geographical sites – Ability to grasp new technologies
* Experience with Greenhouse ATS is desirable
* 1+ years of technical sourcing experience required