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# Example of Technology Recruiter Job Description

Our innovative and growing company is searching for experienced candidates for the position of technology recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for technology recruiter

* Develop and consult with internal and external clients on recruitment strategies and techniques
* Develop and consult with both internal and external clients on advanced recruitment strategies and techniques is critical for success in this role
* Support, consult, and sell candidate slate to our internal and external clients
* Manage a portfolio of requisitions VP and below, owning full life-cycle of process (including sourcing, screening and ultimately closing candidates and driving the offer process)
* Selects candidates through resume review, phone screening, and behavioral interviewing
* Uses a variety of resources and creative techniques to proactively and continually source, develop, and maintain a qualified and diverse pipeline of talent available to access for immediate and future hiring to meet business needs
* Leverages recruiting resources such as Internet, internal Applicant Tracking System (ATS), professional organizations and community associations to identify, recruit and network with candidates
* Maintains accurate and well-ordered documentation on candidates, searches, hiring manager interactions and other recruiting activities to ensure Company and legal compliance with employment practices, policies, processes, and applicable laws
* Collaborates and consults with appropriate management level and IT HR staff to identify and prioritize staffing needs and to develop sourcing and recruiting strategies
* Conducts in take meetings with hiring managers and establishes clear understanding of position requirements, sourcing plan, interview and selection techniques

## Qualifications for technology recruiter

* At least 3 years of experience collaborating with recruiting managers and peers on recruiting strategy
* 5+ years of experience in full lifecycle Technology recruiting
* 3+ years of experience collaborating with recruiting managers and peers on recruiting strategy
* Coordinate TA Experienced hiring, MBA and Graduate hiring end-to-end (from first screen of CVs, to co-ordination of interview days, to offer acceptance)
* Responsible for planning, sourcing, recruiting and follow-up for TA Generalist hires and TA Expert Career Track hires
* Meet with the TA Partners involved in hiring to set strategy, discuss hiring plans and work closely to meet their hiring needs