Downloaded from <https://www.velvetjobs.com/job-descriptions/temporary-recruiter>

# Example of Temporary Recruiter Job Description

Our company is looking to fill the role of temporary recruiter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for temporary recruiter

* Assists and partners with hiring managers in filling open positions by assessing the needs of the hiring manager, developing a recruitment strategy, sourcing candidates, prescreening resumes and interviewing prospective candidates
* Develops and implements innovative sourcing strategies to develop, expand and manage active and passive talent pools for critical positions
* Partners with Compensation and hiring managers to discuss and finalize job descriptions for newly created positions
* Updates and maintains applicant tracking system
* Develops and extends formal offers of employment
* Coordinates and ensures references and background checks are completed in a timely manner and assist new candidates with relocation questions
* Advises new associates on the interpretation of Human Resource policies, programs and procedures
* Demonstrate ability to look around corners to identify and network with global talent
* Deliver against hiring demands
* Contribute to TA/HR initiatives and projects as required

## Qualifications for temporary recruiter

* This position will be located in LATAM and will require approximately 30% travel
* Ability to travel throughout LATAM and the USA – to meet with internal customers and universities
* Bachelor’s degree in Human Resources, Psychology, Business or related field
* Fluent in languages German and English
* 4+ years’ experience in a high volume, fast-paced corporate or agency environment
* Proven track record of identify and onboarding top talent