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# Example of Temporary Recruiter Job Description

Our innovative and growing company is searching for experienced candidates for the position of temporary 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 temporary recruiter

* Balance a req load of 20-40 positions while maintaining a high level of communication and hiring best-in-class candidates
* Deliver an outstanding candidate experience
* Balance a req load of 30-50 positions while maintaining a high level of communication and hiring best-in-class candidate
* Formulate cost conscious employment advertisements for client departments for publications
* Ability to interact and work well with co-workers, peers, management to accomplish tasks, goals, projects
* Manage the end-to-end recruitment process for a variety of roles mainly within Customer Service
* End-responsible for hiring targets candidate- and hiring manger satisfaction
* Facilitate assessment centers with candidates and hiring managers
* Maintain recruitment databases with focus on data integrity, effectively using the ATS and reporting system
* Develop and maintain strong business relationships with hiring managers and senior management

## Qualifications for temporary recruiter

* Strong knowledge and ability to use Microsoft Word, Excel and Outlook
* Have 2+ years of recruiting experience
* Posess extensive Information Technology specific knowledge
* Be willing to work a 5-7 day temporary assignment at $20/hour
* Excellent research and sourcing skills – including use of Boolean, LinkedIn and alternative search techniques
* Absolutely amazing interpersonal skills with an ability to network across all levels and all disciplines in the industry