



Example of Diversity Recruiter Job Description

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

Responsibilities for diversity recruiter

- Partner with relevant business I&D Champions to drive proactive recruiting strategy, facilitating introductory and exploratory conversations with top talent
- Research, implement and maintain leading edge and creative sourcing tools and resources that improve candidate relationship
- Helping to ensure fully diverse candidate slate by providing recruiters & recruiting leads with qualified diverse candidates for senior level openings
- He/she will also create a diversity sourcing strategy in partnership with the Early Career and Diversity Lead for the designated business groups
- Screen, evaluate and qualify candidates, including conducting in-depth candidate interviews to develop a deep understanding of candidate qualifications and competencies
- Provide substantive and competency-based feedback to all unsuccessful candidates
- Build relationships with candidates at a high-volume, understand their interest and passion and direct them to the right role or opportunity
- Full life-cycle recruitment including planning, coordinating, and executing all stages of the recruitment process from on-campus events to interview days
- Serve as a key contact for candidates throughout the interview and offer stages
- Support management of relevant departmental data systems, including candidate tracking database, budget tracking, associate sign-up, decision-making tools and ad-hoc reporting requests

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- Immigration Law – Possesses basic knowledge of the immigration documentation process and requirements for employment of foreign nationals and the legal right to work
 - Ideal candidates will have a passion for diversity and possess a minimum of 7 years progressive research & recruiting experience with a reputable boutique or leading global executive search firm
 - Ability to develop and cultivate a high quality pipeline of candidates under very tight timelines and with a high sense of urgency
 - Ability to develop and execute a search strategy and work independently and be a team player with a high sense of urgency
 - Strong project management with ability to manage complex assignments and multiple searches while delivering a high level of customer service
 - Commercial and entrepreneurial self-starter