



Example of Diversity Recruiter Job Description

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Our innovative and growing company is looking to fill the role 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

- Screen, evaluate and qualify candidates
- Partner with recruiters and hiring managers to provide unconscious bias training and other tools to infuse recruitment and selection of best available diverse talent across the enterprise
- Collaborate with Diversity and Inclusion stakeholders to drive activities that directly support our talent strategies
- Focus on supporting recruitment activities in areas where there is an under-representation of diversity in the business, specifically for mid/senior level positions
- Create strong pipelines of talent for these areas for future hiring plans where there is no specific open vacancy - working with the business to identify where roles can be created for identified talent
- Collaborate with the inhouse Talent Managers to build insight into the external market for critical roles that have limited success historically
- In collaboration with QA, to design an Apprentice programme for Group Enterprise and pilot this scheme with circa
- Lead effort to develop, enhance, and maintain relationships with current and new diversity organizations and partnerships
- Identify, evaluate, and present new recruitment sources and networking opportunities that will generate quality, diverse slates
- Partner with campus recruiting teams to establish and maintain relationships with diverse universities including HBCU's, student diversity organizations, and faculty

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- Superior influencing, communication and presentation skills
 - Stellar interpersonal and relationship building skills
 - Highly driven with an action oriented, positive “can-do” approach
 - Exemplary organizational skills - identifying key milestones, multi-tasking, prioritizing, and delivering against goals and objectives
 - High level of communication, interpersonal and relationship building skills
 - At least 1 year of experience in recruiting and/or sourcing (experience in Campus and Diversity is a bonus)