



Example of Human Resources Recruiter Job Description

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

Responsibilities for human resources recruiter

- Schedule interviews, track and report candidate feedback, and manage the candidate's progression through the hiring process
- Manage communication throughout the recruitment process between all involved parties to maintain interest and/or to provide timely feedback of hiring decisions
- Prepare, send and collect new hire paperwork
- Develop cost effective methods and tools for sourcing candidates
- Manage applicant tracking system and other reporting tools and generates recruitment metrics reports on recruiting sources, recruiting trends, days to hire and other recruiting activities
- Build relationships with hiring managers external vendors, service providers, educational institutions, and any other third parties providing recruitment related services
- Coordinate all background checks and all other pre-employment tests as necessary
- Assist with new hire orientation and on-boarding as needed
- Create, post and manage job postings on various forums and sites
- Conduct initial phone screenings with selected candidates

Qualifications for human resources recruiter

- Ability to run both traditional and "Out of the box" sourcing techniques

- Ability to navigate within a matrix and cross functional organisation to identify and build excellent working relationships with both decision makers and with influential staffs
- Ability to manage senior level relationship and be seen as a trusted business partner
- Attention to details and discretion in regards to confidential information
- Recommend candidates for office interview or second phone screen with hiring manager
- Advise and consult with office services on candidate travel and accommodation needs and review and agree travel arrangements for maximum cost-effectiveness