



Example of Human Resources Recruiter Job Description

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Our growing company is looking for a human resources 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 human resources recruiter

- Manage recruitment for all temps, consultants and contractors
- Assist with implementation of new background check vendor
- Assist with the implementation of Applicant Tracking System
- Assist with HR Audit and job descriptions
- Assist with the administration of Graduate Trainee Program
- Assist with the the company's Internship
- Research and register for Fall Career Fairs across the country
- Assist with Diversity Training Initiative
- Assist with the testing of ADP's on-boarding module
- Assist with Recruitment Metrics for US Platform

Qualifications for human resources recruiter

- Solid sourcing and interviewing
- Keep Corporate HR informed of issues relevant to Human Resources
- Ensure corporate HR policies are communicated timely and effectively
- Review and /or assist in the Employee/Contractor/Temp Requisition process
- Engage new hires throughout the hiring process
- Own and manage the recruitment program for full-time and summer Investment Banking Analysts