

Example of Human Resources Recruiter Job Description

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Our innovative and growing company is looking to fill the role of human resources recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resources recruiter

- Serves as a liaison between candidates and hiring managers
- Inputs applicant flow information in the applicant tracking system and audits for completion
- Ensures integrity of applicant tracking, HRIS and other data, while also composing and analyzing appropriate reports for management
- Manage candidate pipelines and the selection processes for full-time, summer internship and Industrial Placement programmes in London or Bournemouth
- Work in partnership with another Recruiter in the location to drive & deliver attraction & selection strategies in EMEA for the Corporate team
- Lead University team activities for allocated universities & represent the firm on campus
- Develop, manage and grow the relationships with university teams and career services at your target school or for your target region, to facilitate the recruiting process and to enhance recruiting strategies
- Delivery and management of the summer internship & Spring programmes
- Assist the programme team with hiring target collation process
- Collaborate with other recruiters, global teams to ensure consistency & sharing of best practice across EMEA campus

Qualifications for human resources recruiter

- Expertise working on diverse recruiting projects such as high-volume and mid-career level hiring
- 2+ years of experience as a Recruiter and/or Generalist
- Recruitment responsibilities are complex and multi-faceted
- Fairly reviews all applicants to evaluate if they meet the position requirements
- Responsible for candidate interaction throughout the interview process
- Regularly required to work in front of a computer and telephone