

# Example of Human Resources Recruiter Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a human resources recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for human resources recruiter

- Oversee recruiting agency vendors to ensure fee agreements are in place with appropriate pricing, proper resume submission protocol is followed and overall needs are met from business relationship
- Administer monthly exit interview survey via SurveyMonkey
- Perform routine audits as requested
- Perform specialized or confidential administrative duties, including researching data and preparing reports as needed
- Ensure behavior and appearance are in compliance with established standards
- Maintain a professional work environment with management and staff
- Maintain complete confidentiality of all company information at all times
- Perform necessary follow-ups to meet established objectives and assist with reminders of commitments and deadlines
- Develop and manage strong partnerships with internal and external clients in west China including undergraduates, regional offices and professors of universities
- Plan, lead and closely monitor the implementation of campus processes in West Region national projects by working with external agencies, internal departments and local graduate recruitment teams

## Qualifications for human resources recruiter

- Self-driven, resourceful and highly motivated

- Interest in taking on a broad job scope that could include HR responsibilities outside of recruitment
- Demonstrated expert knowledge of direct sourcing strategies
- Graduate recruitment experience
- Strong presentation skills in large and small group setting