



Example of Human Resources Recruiter Job Description

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Our innovative and growing company is looking for a 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

- Complies with HR policies and practices, referring questions to the HR Generalist
- Deliver training programs, individually and in teams including presentation, facilitation, and coaching
- Evaluate training processes (internal and external)
- Prepare position descriptions
- Conduct job evaluations and coordinates approval process
- Monitor performance management system for compliance with company policy and prepare reports to identify rating distributions
- Counsel employees on benefit plan options and employee eligibility
- Assist in the preparation of benefit plan communication
- Maintain benefit records
- Assist in Human Resources Information System design, development and enhancements while processing personnel actions

Qualifications for human resources recruiter

- Prior experience working for a search firm/agency coupled with in-house experience is preferred but not essential
- In this role you will be sourcing candidates (Careerbuilder resume database mining)
- Performing Candidate pre-screening

- Preparing for Job Fairs
- Associates Degree and/or equivalent work experience is required