



Example of Manager, Recruiting Job Description

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Our company is growing rapidly and is hiring for a manager, recruiting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, recruiting

- Develop and conduct MBA information sessions and other on-campus recruiting and yield events
- Manage 2-3 recruiters and/or recruiting support persons
- Manage 1-2 vendor relationships including scheduled updates and one on ones
- Ensure accurate recruiting reports are provided to executive leadership
- Review, update, enter and administer applicant-tracking system
- Read your job description and Handbook
- Ask any questions about these items any information given to you at meetings and through
- Possess a strong understanding of all recruiting functions, including research, sourcing, networking, wage/salary analysis, interview skills and closing
- Maintain job postings
- Design, develop, and effectively implement cost-effective sourcing strategies to ensure timely delivery of all hiring requirements

Qualifications for manager, recruiting

- Keep our event management system up to date and accurate on all internal and external events for the team
- Five or more years of recruiting management experience required
- Strong people, partnership and consulting skills and project management skills required

- Proficiency with applicant tracking systems (SuccessFactors, preferred) and LinkedIn Recruiter