



Example of Operations Recruiter Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of operations recruiter. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for operations recruiter

- Participate in the development of ongoing and cost-effective sourcing strategies
- Source candidates for hard to fill positions through job postings, referrals, social media, networking and other resources
- He/she will also create a diversity sourcing strategy for the designated business groups
- Develop and maintain working relationships with HR Partners and Hiring Managers within the business areas to provide assistance with recruiting needs, job vacancy
- Identify and cultivate relationships with professionals in the video game, film, mobile, and other related industries, both to fill current needs and to generate a pool of candidates for future needs
- Extends and negotiates offers of employment
- Manage and track all candidates and offers any competitive data you gather
- Travel will be required for this position, estimated at 50%
- Management of CWT operations (Traveller Services) recruitment assignments EMEA
- Drive the candidate selection process and behavior-based interview guides in order to efficiently assess the applications

Qualifications for operations recruiter

- Successful track record in building and maintaining relationships (confidence

- You'll take full lifecycle ownership for bringing in high quality talent into the organization for operational and service teams
- Work closely with the Resourcing Manager to plan for future hires effectively
- 3 years of experience of high volume recruitment experience preferably in operations, call center or distribution
- MS Office applications, experience in Applicant Tracking Systems
- Previous experience in operations and technical support positions strongly preferred