



Example of Operations Recruiter Job Description

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Our innovative and growing company is looking for an operations recruiter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations recruiter

- Good at communications skill, using internet sources for candidate sourcing
- Develop an efficient pipeline strategy for current and future needs
- Develop strategic relationships with local universities, job fairs and any appropriate channel to source candidates
- Partner with Business Unit Senior Management to assess, determine and fill Human Capital needs
- Conduct recruiting and placement activities for assigned business units
- Be a subject matter expert and have intimate knowledge of the business unit supported and associated market
- Consult with Talent Acquisition management on best practices and talent delivery solutions
- Oversee Talent Acquisition projects as required
- Facilitate the Talent Acquisition process in designated locations
- Maintain and enhance established networks and affiliations with affinity groups

Qualifications for operations recruiter

- Results-oriented, quick-thinking, and organized approach to recruiting
- Excellent organizational, analytical, written, verbal, and interpersonal communication skills
- Able to exercise independent judgment and discretion

- Minimum of 3 years recruitment experience for technology positions, including Software Developers, Engineers, Architects, Programmers, Solution Design, Web
- Bachelor's degree in an applicable field of study