



Example of Operations Recruiter Job Description

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Our 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

- Utilize reports to manage open requirements to advise managers on status of requirements and monitor supplier sourcing strategies to ensure timely response
- Act as an end-to-end resource on assigned positions in order to identify strategic transactional staffing needs
- Clearly define and obtain position requirements, and gather information regarding group environment, culture, , to ensure proper candidate suitability
- Be a consultant to the Hiring Manger in the formulation of a competitive offer
- Extend and negotiate the offer details to candidates
- Partner with HR Relationship Managers to ensure proper support is being provided to the Business
- Coordinate and assist in scheduling interviews, including candidate interview preparation and debriefing as necessary
- Track individual recruiting activity including resumes received, interviews conducted, number of hires
- Provide exceptional client service and candidate experiences throughout the full life cycle of recruiting
- Source, screen, and guide candidates through a successful interviewing and candidate experience

Qualifications for operations recruiter

- Combination of agency and in-house recruiting experience would be a plus

- Strong administrative skills
- MS Office - including Word, Excel, PowerPoint and Outlook Multilingual (Spanish/English)
- Fluent English (French, Spanish or Italian would be a big plus)
- Must be detail oriented and familiar with recruiting compliance requirements to minimize risk to the organization