



# Example of Operations Recruiter Job Description

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Our company is hiring for an operations recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations recruiter

- Monitors costs related to the recruiting/selection effort
- Utilise the Internet
- Lead the creation of a recruiting and interviewing plan for mass hiring plan
- Efficiently and effectively fill all open positions on time as projects plans
- Conduct regular follow-up with Project Lead/team leads to determine the effectiveness of recruiting plans and implementation
- Develop a pool of qualified candidates in advance of needs, prepare the candidate pipeline for any ad-hoc projects
- Actively involved in other initiatives of Talent Acquisition projects
- At least 2 years working experienced in Recruitment areas, especially to hire mass recruitment to serve for projects
- Can-do attitude, high sense of responsibility
- Comfortable to communicate in English

## Qualifications for operations recruiter

- Ability to multi-task and prioritize, work independently at times and work in fast paced environment
- Advanced systems, computer and Internet skills
- Bachelor's degree preferred with 3-5 plus years' experience in a high volume recruiting environment
- Financial Services recruiting experience is a plus
- Experience in simultaneously handling multiple positions (20 minimum)

