



# Example of Operations Recruiter Job Description

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Our company is growing rapidly and is hiring for an operations recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations recruiter

- Good team work skills and time management in running mass recruitment
- Amends and posts job descriptions
- Support and execute pilot staffing strategies in a competitive hiring environment
- Plan and coordinate pilot recruitment events in conjunction with flight operations
- Manage staffing goals and dashboard metrics
- Provide input into the flight operations department budget regarding staffing and recruiting and be responsible for monitoring expenses to meet budget goals
- Provide collaborative and consultative guidance to flight operations department staff and leadership
- Collaborate with the corporate staffing unit in the areas of developing sources of qualified applicants, conducting screening process, assisting line management in development of interview processes, tracking of applicants, and providing timely management reports to the Chief Pilot and others as needed
- Develop and provide reports and information to assist with workforce planning
- Travel in- and out-of-state as required to support the company's staffing needs for pilots

## Qualifications for operations recruiter

- Prior recruiting experience either in-house or with an agency required
- Prior experience with iCIMS or other candidate tracking systems preferred
- Prior experience with LinkedIn Recruiter preferred
- Strong understanding of recruiting laws and regulations
- High attention to detail and ability to execute on multiple searches at any given time