



Example of Recruiter Contract Job Description

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Our innovative and growing company is looking for a recruiter contract. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for recruiter contract

- Focus on building pipelines of families of positions where we typically have a significant number of similar openings
- Guide process flow from opening of job requirements in system to onboarding candidate
- Network with referral partners, professional community and prospect candidates
- Stay abreast of industry trends regarding competitive marketplace
- Managing multiple reqs accross multiple global teams
- Presenting offers
- Oversee the full recruitment life cycle for a range of positions within the department
- Build relationships and partner with hiring managers to successfully understand current and potential open positions
- Develop an effective pipeline of key talent to improve our overall bench strength
- Work closely with hiring managers to clarify job specifications and requirements

Qualifications for recruiter contract

- Knowledge of the Boolean search language
- Demonstrated success with using best practice recruiting methods developing new creative sources of candidates required

- Strong process orientation (targeted selection, assessment, offer/decline follow up)
- 8+years experience as an end to end recruiter
- Ability to recruit for a variety of roles and levels