



Example of Recruiter Contract Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a recruiter contract. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recruiter contract

- Leverage effective sourcing strategies to attract active and passive candidates
- Supports the talent acquisition process from requisition approval to new hire through the use of an Applicant Tracking System (Workday Recruiting)
- Find inventive and creative ways to attract top talent
- Manage applicant flow via the company's ATS, Greenhouse
- Pre-screen and interview candidates
- Work with stakeholders throughout the Recruitment process (i.e., hiring managers, HR Managers) to learn about open roles, determine core capabilities/ experiences for success in these roles, and create a plan for filling these roles (including timeline, interviewers, etc)
- Source for candidates for open roles (including internal, external, actively looking, and passive candidates)
- Proactively source for high-quality candidates who may not fit the profile of current vacancies, and maintain relationships when vacancies arise
- Pre-screen candidates using telephone interviews, testing
- Manage the interview process - work with Recruiting Coordinator to schedule interviews, coach interviewers, facilitate consensus meeting

Qualifications for recruiter contract

- Ability to demonstrate agility and effectively cope with ambiguous scenarios, work in a self-directed environment, and grasp new concepts and come up to speed quickly in response to new assignments

- Experience recruiting back end developers, front end developers, interactive designers, project/program managers, within a growing technology firm
- Excellent and demonstrated written and verbal communication skills, strong attention to detail and accuracy in work
- High sense of urgency and strong follow-through is essential
- Must have 3-5 years recruiting experience with an agency or in a corporate multinational company environment