



Example of Recruiter Contract Job Description

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Our innovative and growing company is looking for a recruiter contract. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for recruiter contract

- Develop effective sourcing and recruitment strategies
- Utilize, update, and maintain the applicant tracking system with resumes and notes, interview schedules, and hiring data
- Stay informed of trends and innovative recruiting techniques in order to contribute to the development of ongoing creative, competitive and cost-effective sourcing strategies
- Screen resumes, interview candidates, and make recommendations to Hiring Managers
- Facilitate interviews and be the main point of contact for candidates, hiring managers, and interview teams
- Facilitate interview "pre-briefs" and debriefs to ensure alignment of hiring goals within the team
- Provide direction to recruiting coordinator, and manage 3rd party agency resources as necessary
- To broaden our knowledge of "top talent" in the EMEA market
- Experience working in a fast paced, dynamic environment
- Successfully review job descriptions and hiring criteria

Qualifications for recruiter contract

- Microsoft Office/Suite proficient (Excel, Outlook, PowerPoint)
- Proven ability to manage internal and external stakeholders

- 3 years of experience in recruitment, preferably in high volume and/or Corporate or Agency environment
- 4+ years of experience in Recruitment, preferably in a Corporate or Agency environment
- Experience working with Success Factors and/or SAP HR system