



Example of Recruiter Contract Job Description

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Our growing company is hiring 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

- In conjunction with the Talent Acquisition Manager, will collaborate with business leaders to provide strategic support of business growth through workforce planning, position profiling, sourcing strategies, and consulting on selection & fit
- Review resumes to ensure minimum requirements are met, phone screen candidates, summarize phone screens into thoughtful and clear notes for the hiring team, recommend top talent for interviews, coordinate phone and onsite interviews, initiate pre-employment requirements, pre-close finalist candidates and remain engaged through onboarding and orientation of new hires
- Manage the requisition, posting, and candidate record retention requirements in accordance with the EEO & OFCCP regulations
- Guide internal & external candidates throughout the selection process through timely and effective communication, disposition, and feedback
- Foster a positive candidate and hiring leader experience through clear & timely communication of process expectations & timing, company culture, and our employee value proposition
- Other administrative and recordkeeping duties as assigned
- Gather job level hiring needs and build strategies to find quality talent while leveraging recruiting tools and templates
- Leverage broad recruiting strategies, diversity goals and workforce plans to utilize and apply practices around Talent Fulfillment
- Reach out to candidates from active sources
- Complete quality candidate screens prior to presenting Hiring Managers with

Qualifications for recruiter contract

- Minimum 3 to 5 years of in-house recruitment experience (preferably in security and/or technology companies)
- 2 - 5 years' experience in full lifecycle recruiting on a national, multi-location level required
- Demonstrated skills in managing complex client and candidate relationships
- Contract position for 6 months
- Ability to source talent directly as all levels utilizing creative recruiting strategies
- Understanding of HR practices and employment law/regulations