



Example of Recruiter, Corporate Job Description

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

Responsibilities for recruiter, corporate

- Develop and implement innovative advertising and recruiting strategies, including posting positions on targeted professional association web sites, job boards
- Maintain and optimize the HRIS specific to recruiting, selection and candidate tracking, including electronic job posting and applicant tracking
- Develop, maintain and continually expands recruitment sources
- Act as primary contact for Contract Employment providers and external Recruiting Agencies
- Partner with managers within the organization to evaluate and support human resources needs
- Support recruiting efforts for all departments within the company
- Analysis and support of annual incentives and merits, including calculations
- Responsible for compliance with all applicable laws and standards
- Partner with the hiring managers, HRBP's and compensation to develop and recommended compensation packages
- Be a strategic Talent Advisor with and work the business by building deep consultative relationships

Qualifications for recruiter, corporate

- 3+ years of full cycle corporate recruiting experience
- Work closely with HR Manager(s) to help determine staffing strategy, obtain position requirements and compensation, ensure that job descriptions are updated and obtain job behavioral profile

- Serve as a primary source of staffing and recruitment strategy advice, consultation, and education
- Identifying candidate
- Phoning screening