



## Example of Recruiter, Corporate Job Description

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Our innovative and growing company is looking for a recruiter, corporate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for recruiter, corporate

- Identify creative and new avenues for talent such as events, job boards, campus fairs
- Reviews applicant information
- Attends job fairs and coordinates participation
- Responsible for the recruitment of entry to management level positions
- Provide hiring managers and candidates with a positive and compelling experience during the recruiting and hiring process
- You will be a part of this dynamic talent acquisition team partnering to fill corporate positions in Rockville, MD and remote workers across the country
- You are responsible for full life cycle recruiting for middle management, professional, non-exempt corporate positions
- The senior recruiter will also provide guidance and advice to hiring managers/client groups on workforce planning initiatives and consistently identify qualified candidates during the hiring process from inception to completion
- Full-cycle recruitment in a variety of areas ranging from editorial, sales, finance, HR, operations, marketing
- Working with the hiring manager, develops and executes the creation of a recruiting and interviewing plan for corporate office positions

### Qualifications for recruiter, corporate

- Knowledge of recruiting techniques
- A proven track record of partnering with hiring managers, interviewers and team members throughout the hiring process is required as is the ability to maintain the highly confidential nature of recruiting work
- The successful candidate will be self-motivated, shows initiative and resourceful with strong influencing and communication skills required
- Fluency in Microsoft Office including Word, Excel, and Outlook is required