



Example of Recruiter, Corporate Job Description

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

Responsibilities for recruiter, corporate

- Working closely with our other recruiter and HR to understand hiring needs and ideal candidate profile
- Identifying potential candidates through the use of intricate searching
- Partnering with hiring managers to understand their immediate and long term talent needs
- Guide candidates through the entire interview process
- Negotiate and manage the offer process
- Perform administrative tasks as needed such as interview scheduling, travel coordination
- Know the direct competitors in the market and what job opportunities they have available including benefits, salaries
- Lead as many as 25 exempt level requisitions across a variety of disciplines including technical and corporate support
- Travel as needed to our manufacturing and business sites
- Expert Boolean, social media and email marketing skills

Qualifications for recruiter, corporate

- Must be very technically savvy in internet searches, social media, MS office
- Ability to network and source passive candidates via warm & cold calling
- Some travel required to HQ and College Recruitment Career Fairs
- Coordinate recruitment events such as job fairs, open houses, community events
- Bachelor's degree in Business or related field or prior business experience

