



# Example of Recruiter, Human Resources Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for a recruiter, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for recruiter, human resources

- Facilitate the hiring decision making process, ensuring consistency at all times
- Prepare/compile offer letter packages
- Monitor receipt of all documents as required
- Manage background checks and drug screening process
- Manages full life cycle recruiting including resume reviews, phone screens, interviews, scheduling and recommending candidates, offer extension and negotiation.\*
- Develops and maintains a network of professional candidates to be sourced via online talent community
- Partners with Human Resources and Training & Development to ensure proper on boarding
- Serves as a key player in leadership succession planning
- Writing job description
- Managing open orders

## Qualifications for recruiter, human resources

- Sourcing for candidates
- Handling phone / in-person interviews
- Working with groups to schedule candidates
- Conduct monthly meetings with the company's Business Lines to develop strategies for recruitment efforts

- Assist with the maintenance of Human Resources Information System (EV5), including promotions, department changes, transfers, supervisory changes, reporting