



# Example of Recruiter, Human Resources Job Description

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Our company is searching for experienced candidates for the position of 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 BA events, develop and deliver general presentations, including special events such as diversity and women's events
- Keen interest in the Investment Banking business
- Gain a solid understanding of forecasted hiring needs and how they relate to their business goals
- Develop recruitment strategies to identify active and passive candidates through various sourcing methods
- Screen and interview potential candidates to assess qualifications
- Recommends qualified candidates to managers, coordinate additional interviews, and facilitate the selection process
- Prepare, extend, and negotiate employment offers with collaboration and input from management team
- Administrative HR duties
- Reviews job requisitions and posts approved positions in the applicant tracking system, state agency websites, and job boards that present the most return on investment and meet diversity objectives
- Reviews applications and testing scores

## Qualifications for recruiter, human resources

- Maintains a network of referrals to limit the need for outside expenditures
- Reviews employment applications and evaluates work history, education and

- Enters all appropriate applicant information into the appropriate recruitment system
- Recruitment responsibilities are intermediate in complexity and performed under supervisory / management guidance
- Primary focus is high volume recruitment at the non-exempt level
- Geographical focus may encompass defined regions