



Example of Recruiter, Human Resources Job Description

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

Responsibilities for recruiter, human resources

- Maintain all pertinent applicant and interview data in taleo
- Thoroughly assess candidate skill set against job requirements via phone interviews
- Responsible for property wide recruitment and HRIS administration
- Source, screen and interview candidates to fill existing and future job openings through visits to college campuses, job fairs, consultation with agencies, and contacts within the industry and larger community
- Maintain staffing reports (MS Excel) and job postings in accordance with department compendium levels
- Post jobs and update status of candidates within the online applicant tracking systems (iCIMS)
- Manage the job and transfer approval process
- Communicate internal open positions and process with internal candidates
- Maintain constant contact with Hiring Managers to ensure applicants are interviewed and processed in a timely fashion
- Coordinate, schedule and calendar all internal and external interviews

Qualifications for recruiter, human resources

- Strong communication and interpersonal skills, the ability to influence at all levels of an organization, problem-solving and decision-making skills
- Current working knowledge of federal and state laws and regulations
- Ability to travel – U.S

- Works with limited supervision and may provide guidance to junior team members
- Bachelor's Degree with a specialisation in Human Resources