



Example of Recruiter, Human Resources Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of recruiter, human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for recruiter, human resources

- Develop the interview and selection process, and identify the key competencies to assess at each campus program
- Manage candidate experience and hiring process, including but not limited to interview scheduling, assessment process, offer tracking, onboarding process, internship management, report generation and
- Identify opportunities of improving candidate experience and scheduling efficiency
- Drive various initiatives to build the strong campus branding, including organize on-campus forum, students' visit
- Supervise the projects include marketing campaign, Campus/professional bodies' relationship management other innovative projects on graduate recruitment
- Interview applicants for all vacancies including managerial positions
- Screen applicants, coordinate interview process
- Develop staffing plans in conjunction with management
- Prepare affirmative action and EEO reports
- Develop training programs, individually and on teams

Qualifications for recruiter, human resources

- Perform administrative duties (e.g., recruiting, applicant flow and hiring, unemployment and workers compensation reporting, benefits administration)
- BA or BS degree in Personnel Administration, Hospital Administration, Business Administration or related field preferred
- One to three years of Human Resources experience, preferably in healthcare
- Must be willing to work flexible hours, including full-time hours during heavy recruiting periods
- Must have experience using MS Office products