



# Example of Recruiter, Human Resources Job Description

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Our company is looking for a recruiter, human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for recruiter, human resources

- Keep in constant contact with department management of their employment needs
- Create and post job openings as notified
- Respond to inquiries regarding available positions
- Represent hospital at career days, conventions, job fairs
- Schedule and coordinate special recruitment events
- Monitor hard to fill areas and identify various recruitment sources and initiate programs to enhance recruitment strategies
- Posts positions on Jobaline
- Schedules candidates who have successfully passed a background check & filled out all required paperwork for onboarding
- Communicates with building supervisors, project managers or other requesting managers as needed
- Terminates employees when their allotted employment period is finished by processing change forms from operations or filling out their own form

## Qualifications for recruiter, human resources

- At least one year of recruiting experience in HR related department or similar
- Strong communication skills and strong computer knowledge
- Stakeholder management Career Fair experience

- Solid graduate/campus recruitment experience, preferably within a services or multi-national corporation environment
- Excellent written & spoken English and Chinese