



# Example of Recruiter Senior Job Description

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Our innovative and growing company is searching for experienced candidates for the position of recruiter senior. 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 senior

- Strong, demonstrated understanding of recruitment processes
- Knowledge of emerging recruitment trends and practices
- Outstanding communication skills, heavy management and nurturing of relationships via phone
- High degree of professionalism and confidentiality in handling confidential information
- Prior experience with OpenHire and/or UltiPro Recruiting Management software preferred
- Experience recruiting for multiple office locations, open to light travel between NY and PA locations
- Recruit and source for varied roles across the organization in US and international markets
- Establish recruiting requirements with hiring managers
- Design and implement recruitment strategies, and build a pipeline of top talent for critical roles
- Focus on recruiting for all levels of financial services professionals

## Qualifications for recruiter senior

- 8 to 10 years of in-house recruiting experience
- A Bachelor's degree or equivalent professional training required
- Approximately 5+ years of professional recruiting experience
- Able to draft / create job descriptions

- Approximately 5-8 years of experience in recruitment required