



Example of Recruiter Senior Job Description

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Our company is looking to fill the role of recruiter senior. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recruiter senior

- Respond to multiple orders
- Provide professional support to managers
- Continuously identify top talent and collaborate with hiring managers and HR partners to ensure the most effective recruitment support
- Work in tandem with other Talent Acquisition Leads to develop junior members of the talent acquisition team and collaborate on company-wide initiatives to improve the overall Talent Acquisition function and Warner Bros
- Ensure we can stay nimble and effective by helping us find and bring on amazing new team members, and help management ensure their long-term success
- Work with hiring managers across the organization to plan growth, refine positions, and develop job descriptions
- Provide hiring managers with insights and feedback as a strategic business partner on everything from compensation to benefits to legal compliance
- Find and recruit top notch people for a wide range of roles, ensuring that candidates understand what makes CartoDB special
- Drive the internal recruiting process through the applicant tracking system and associated documents
- Plan events and conduct outreach to build our network and brand

Qualifications for recruiter senior

- Professional experience in both "in-house" and contingency and/or agency recruitment firms desired

- This position may have future supervisory responsibilities for Recruiting Assistants / Coordinators or other members of the recruiting team
- The ideal candidate will have 3+ years of full cycle recruiting experience or an equivalent combination of corporate recruiting / staffing agency experience
- Experience recruiting within the media industry is a plus