



Example of Recruiting Administrator Job Description

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Our company is growing rapidly and is looking for a recruiting administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recruiting administrator

- Consult with hiring managers to understand business and recruitment needs
- Finalize, approve and post job requisitions and process salary administration forms
- Monitor the status of active job postings and applicant responses to ensure applicant(s) status is appropriately designated
- Throughout the hiring process, follow-up and apprise the hiring manager or designated field support contact of the activity on all open requisitions
- Assist with interpreting and applying recruitment and compensation policies and procedures related to starting pay
- Audit, update and maintain applicant records in the system
- Perform audits on all requisitions to ensure all required information is complete
- Create and generate job specific offer letters to ensure terms of offer are accurate and applicable to the position
- Initiate pre-employment paperwork and forward to pre-employment group for processing
- Assist in owning the workflow within our applicant tracking system for recruiting process including updating candidate status, updating notes, sending rejections, logging interviews and offers

Qualifications for recruiting administrator

- Schedules interviews, works with universities in support of campus activities, attraction/sourcing events

- Bachelor's degree in business, social sciences, education or related field
- Three years of experience in an advising/counseling capacity in an educational or non profit setting
- Resourceful and innovative attitude and a desire to use available information to solve problems