



# Example of Recruiting Administrator Job Description

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Our growing company is searching for experienced candidates for the position of recruiting administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for recruiting administrator

- Support the Talent Acquisition Operations Team with recruitment support activities such as review daily decisional reports, adjudicate background reports, conduct vendor billing/ invoice reconciliation, and coordinate hiring events
- Process decisional background reports and adjudicate according to the Matrix
- Contact candidates as needed to resolve decisional background reports
- Review drug test rule violations as needed and ensure tracking of approved items
- Accept calls from Lab Partners concerning Drug Testing and documenting the calls or resolve issues/questions
- Research and verify invoices received for drug tests
- Assist Accounts Payable by reviewing monthly billing for background and drug screening charges and reconcile missing locations for proper billing
- Verify and confirm overnight drug testing form requests and order new drug test forms for stores as needed
- Distribute background notifications to candidates as appropriate per established processes
- Assist with background and drug screening ordering as needed

## Qualifications for recruiting administrator

- Very good verbal and written language skills in English required (C1 - CEFR\*)

- Flexibility and ability to support evening and Saturday program events and activities when needed
- Requires 2-3 years of experience in a call center or Human Resources environment (preferably within a recruitment function)
- Experience involving technology
- Knowledge of recruitment practices and administration preferred
- Very good verbal and written language skills in English (C1 - CEFR\* or equivalent preferred)