



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

- Escalate any issues or concerns immediately to supervisor
- Recruiting and staffing for various positions in customer service and hospitality industries
- Maintenance of personnel records
- Administering health, life, and short-term disability, and unemployment insurance information in compliance with federal and state compliance standards
- Background checks and scheduling drug screenings for new hires
- Obtaining, entering, and submitting new hire and end of employment paperwork
- Monitoring the online timekeeping programs and PTO
- Addressing personnel inquiries from employees
- Assists managers in performance and disciplinary matters
- Keeps up to date with all employment laws

Qualifications for recruiting administrator

- Must be very particular about details, well-organized and be able to handle multiple projects simultaneously with a sense of urgency
- Strong written and verbal English communication is a must for this position
- Bachelor's Degree in Human Resources, Business, Psychology, or related field preferred
- At least 3 years of prior administrative or customer service experience

- Background adjudication experience preferred