



Example of Recruiting Administrator Job Description

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Our company is growing rapidly and is hiring for a recruiting administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for recruiting administrator

- Knowledge of compensation, benefits administration, and recordkeeping
- Ability to be flexible and adaptable is a must
- Self-starter, motivated, proactive, and takes initiative
- Receive notifications that offer letters or Offer Panels have been completed for a new hire
- Check offer letters for accuracy, or create offer letters using appropriate line of business template
- Notify recruiter that the letter is ready to be delivered to the hire, or that letter needs to be reviewed
- Ensure that data integrity is monitored and maintained within all tools leveraged
- Run standard daily, weekly, monthly recruiting and audit reports
- Compile various reports to determine track trends
- Establishing project objectives, policies, procedures and performance standards within boundaries of company policy and contract specifications

Qualifications for recruiting administrator

- Working knowledge of an applicant tracking system, such as Taleo preferred
- Computer literacy/proficiency in a MS Windows & MS Office Applications (Outlook, Visio, Windows, Excel, & PowerPoint)
- Effective interpersonal skills with proficient written and verbal communication

- 2-4 years of relevant work experience with HR or Recruitment background preferred
- Please note that selected candidates will be required to pass a drug, background and reference screening prior to receiving an offer