



Example of Recruiting Administrator Job Description

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Our growing company is looking for a recruiting administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for recruiting administrator

- Monitoring and control project through administrative direction of supervisors to ensure project is completed on schedule with available resources
- Deep awareness and understanding of department goals and areas of focus, working to create projects and processes that supplement those goals
- Formulating reports and updates for current projects and being able to monitor the success of those projects
- Coordinating with internal departments to execute on talent acquisition initiatives
- Administer programs relating to job boards, employee referral programs, and recruiting campaigns
- Support HR projects including preparation of documents, and follow-up on timelines and deliverables
- Ability to be sensitive to corporate and business needs employee goodwill
- Ability to utilize computer skills in a Microsoft Windows environment including data entry, database management, and proficient in Microsoft Office software
- Ability to provide oral and written communication to all levels of employees within the Company
- Ability to practice of a high level of confidentiality

Qualifications for recruiting administrator

- Related experience in a support role for HR, business or compliance is preferred
- Strong Excel skills including pivot tables, charts, formulas
- Taleo Recruiting Center experience preferred
- Must be personable, friendly and extremely professional to interact directly with both clients and candidates
- 2-4 years of relevant work experience (1-2 years of McKinsey experience a plus), HR or Recruitment background preferred
- Ability to build strong relationships with recruiting colleagues, consultants and candidates