Example of Recruiting Manager Job Description

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Our company is growing rapidly and is looking to fill the role of recruiting manager. 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 manager

- Prepare weekly and monthly site staffing reports measuring successful hires, attrition, source generation, and production
- May maintain updated candidate status / disposition in applicant tracking system to ensure compliance with company policies federal and state employment laws
- May deliver and negotiate job offers or rejections to candidates
- Conduct thorough job order calls prior to learn more about the position itself, requirements, interview process
- Attend weekly regional calls to discuss progress on open positions, continued hiring manager training
- Lead projects from start to finish, working through obstacles and gaining support from various stakeholders along the way
- Review and analyze data to identify trends and recommend solutions to improve recruiting efforts
- Create, drive and present quarterly or annual action plans for various programs
- Run and analyze recruiting metrics to understand opportunities within the recruiting funnel and partner with recruiting teams to implement appropriate mechanisms
- Partner and collaborate with cross functional teams, including the Recruiting Managers, Recruiting leads, central Recruiting Services teams, and our analytics team, to leverage existing information and share best practices

- 2+ years leading a team, 8+ years recruiting experience (including corporate)
- 2+ years' of experience in public/industry accounting/finance and/or successful full-time placement recruiting experience required
- Technical / professional recruiting experience preferred
- 4 years experience recruiting sales professionals required
- 8+ years Recruiting experience or related experience
- Experience in a high-growth, fast-paced, deadline-driven corporate environment