



# Example of Recruiting Sourcer Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of recruiting sourcer. 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 sourcer

- Provide candidates with frequent & timely communication throughout recruitment process, and share candidate feedback
- Partner with the Recruiters and be a dedicated resource to business unit functional areas
- Develop tracking systems, metrics and reports to demonstrate successful lead generation of candidates throughout the different stages of candidate sourcing
- Present sourcing of information and marketing opportunities to management
- Source, review and evaluate candidate applications and/or resumes in terms of related experience, education, and skills
- Thinks strategically, and acts proactively to fill current needs understands the value in building a pipeline for future opportunities
- Continues to bring new sourcing ideas to the table that may benefit their market and benefit the greater RHV Sourcing Team
- Provides consistent and specific measurable results
- May participate in various projects related to sourcing and recruiting
- Respond to candidate general inquiries and requests as needed

## Qualifications for recruiting sourcer

- Be proficient with the tools and technology available to us to identify military and veteran talent

- At least 5 years prior recruitment experience in candidate sourcing and cold calling or appropriate Military experience required
- US Military experience or Military Spouse strongly preferred
- Bachelor's Degree & 1-4 years of relevant passive-candidate recruitment experience in a fast-paced internal corporate environment or agency
- Professional, engaging phone skills and a metrics-driven mindset required