



Example of Recruiting Sourcer Job Description

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Our innovative and growing company is looking to fill the role of recruiting sourcer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recruiting sourcer

- Make an initial candidate contact and build relationships/networks with prospects with the primary focus on lead generation and screening to develop their interest level and suitability for company opportunities
- Build a robust network of top talent, gain market intelligence and assess candidates to gauge talent alignment for a specific role and or program area
- Move QUICKLY - we need someone who works efficiently, responding with remarkable speed, adapting to the situation - and with a smile on your face!
- Network your tail off - both via social media and in-person - recruiting A-List creative and digital talent who are looking for new opportunities
- Use effective communication approaches that include proactively keeping the recruiter informed, appropriately expressing ideas and thoughts verbally in written form, and timeliness
- Represent company brand to prospects
- Develop knowledge of current marketplace and trends
- Provide sourcing support to the non-technical recruiting team (Sales, Operations, Insights, Marketing, Finance, Legal, Human resources)
- Use analytics, operations and strategy to attract key talent for your searches
- Make recommendations for sourcing strategy and the use of LinkedIn products and tools

Qualifications for recruiting sourcer

- Must have business knowledge consistent with being able to administer

- 1+ years of experience sourcing/research experience with a search firm or in-house recruiting team
- Experience working with and building sourcing strategies with recruiters and hiring
- Research/Sourcing skills to dive deep into searches for hard-to-fill requisitions
- Bachelor's degree in HR or relevant field of study with at least 2 years of relevant work experience