



Example of Recruiting Sourcer Job Description

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Our company is hiring for a recruiting sourcer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for recruiting sourcer

- Maintain accurate records in our applicant tracking system
- Deliver feedback on LinkedIn tools to LinkedIn product team members for product improvements
- Proactively source passive talent to join LinkedIn
- Partner with recruiters to provide guidance, expertise, and talent advising to hire the best talent for our team
- Deliver against set metrics to provide consistent results and data-backed progress to continue moving the needle in our hyper-growth environment
- Elevate the candidate experience by adopting our <">Members First<"> company value
- Possess and embody our company culture and values, and establish a reputation with the business of high integrity and top performance
- Review resume's and pre-screen potential candidates
- Independently develop and maintain candidate flow, supporting a variety of job functions (engineering, supply chain, business, marketing, project management)
- Conduct detailed, thorough candidate interviews and present qualified candidates to the Recruiter/Hiring Manager for further consideration

Qualifications for recruiting sourcer

- Ability to do cold calling, engage and influence candidates over the phone
- Ability to create new sourcing strategies for specific roles
- Ability to implement targeted sourcing initiatives to develop passive

- Communication and interpersonal skills with proven ability to take initiative and build strong, productive relationships
- Personal computer proficiency with solid working knowledge of Word, Excel, PowerPoint, Lotus Notes