



Example of Recruiting Sourcer Job Description

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Our company is looking for a recruiting sourcer. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recruiting sourcer

- Maintain candidate databases via Jobvite (Applicant Tracking System)
- Develop and implement creative sourcing strategies
- Partner with recruiters and hiring managers to assess their talent requirements and advise on the best hiring strategy
- Drive and develop creative sourcing strategies and techniques that will help identify and attract top talent
- Effective time and resource management to keep your business partners up to speed on a regular basis
- Providing a great candidate and client experience at every opportunity
- Develop and maintain candidate flow, supporting a variety of jobs providing a diverse pool of candidates
- Work with business –facing Talent Acquisition Partners and internal hiring managers to understand position requirements and build out strategic sourcing plans
- Conduct candidate interviews and present qualified candidates to the Talent Acquisition Partners for further consideration
- Drive and execute key Talent Acquisition projects and programs as needed

Qualifications for recruiting sourcer

- Ability to solve practical problems and make decisions regarding candidate suitability
- Minimum of 2 years of Recruiting or functional HR experience
- Ability to engage and influence candidates (via online/phone/face-to-face)

- Demonstrated ability to work independently and effectively in teams
- Ability to create and implement targeted sourcing initiatives to develop talent pools