



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

- Utilize a variety of proven talent platforms and resources such as social media, major internet job boards, industry-specific blogs/discussion boards, name-generation research, cold calling/direct sourcing, onsite/offsite social engagement events, partnering with trusted professional networks, establishing active presence with local colleges/universities and other local communicate groups
- Engage potential candidates to establish relationships, assess potential fit for Alliance, and build pipelines to draw from
- As needed, manage full cycle recruiting process for assigned reqs
- Directly source candidates through research, social media, events, and/or cold calls
- Develop and implement creative sourcing techniques for tough to fill jobs
- Prescreen candidates and gather valuable information
- Manages scheduling of candidate interviews, coordination of travel arrangements and communication of processes
- Searches the internet to find passive candidates with amazing talent
- Pro-actively fills the talent pipeline
- Tech savvy - uses out of the box thinking coupled with technology to find passive (and qualified) candidates

Qualifications for recruiting sourcer

- Builds rapport with Sr
- Build compelling role descriptions that resonate in a senior market place

- Experience in designing and developing recruiting strategies for executing a high volume of professional searches simultaneously
- Experienced in internet searches with continued interest in learning the latest search methodologies
- Strong proficiency in personal computers and internet savvy