



Example of Recruiting Specialist Job Description

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Our company is searching for experienced candidates for the position of recruiting specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for recruiting specialist

- Assist with managing Workday Onboarding process to ensure documents are up-to-date and legally compliant
- Create targeted sourcing campaigns, utilizing methods such as social media, job boards, and networking to find top talent for each requisition
- Screen resumes and disposition candidates that do not fit the recruiting strategy
- Interview selected candidates (by phone or in person), evaluating them for their basic job-specific qualifications, the ability to succeed while working on a remote, harsh continent
- Assess the pool of candidates for their strengths and weaknesses, forwarding top candidates to the appropriate Hiring Manager for the technical interview
- Make recommendations for hire (or not hire)
- Propose pay rates and generate employment offers
- Communicate important employment information during delivery of employment offers
- Conduct appropriate reference and/or background checking
- Follow up Hiring Managers to ensure updated information on the interview process status

Qualifications for recruiting specialist

- Process all paperwork from candidates to generate offers for positions in

- Correspond with applicants, candidates, and newly hired employees via email and phone to insure proper submission of documents and follow through with on-boarding procedures
- Receive and track employment documents received via fax, email and overnight mail
- May assist with arranging travel and scheduling appointments
- At least 1 year of experience in maintaining information inside an applicant tracking system
- At least 6 months prior applicant sourcing experience