



Example of Recruiting Specialist Job Description

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

Responsibilities for recruiting specialist

- Flexibility and adaptability to assist outside normal business hours, as necessary
- Work with the BMD and leadership to design creative sourcing strategies intended to identify qualified candidates through various recruiting tools and avenues in an effective and timely manner according to the needs to the Paris location of WESA Platinion
- Work with other PLA recruiters and leadership to support initiatives to establish a recognizable "employer of choice" reputation for Platinion WESA, both externally and within BCG
- Maintain regular contact with possible future candidates and develop a pool of qualified candidates in advance of need
- Processes weekly background reports
- Work closely with background company contacts
- Monitor the Compliance team inbox
- Conduct review of candidate backgrounds including work/education/criminal history in a timely manner
- Update background check results in background vendor site and ATS
- Coordinate with team to ensure appropriate coverage at all times

Qualifications for recruiting specialist

- Practical experience in a related field
- Fluency in English & German (at least near native level)
- Ability to work under tight deadlines, stress resistant

- Recruit for the Global Analytics Team in Mumbai