



Example of Recruiting Specialist Job Description

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Our company is looking for a 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

- Supports and acts a subject matter expert for system testing
- Collaborate with HR Business Partners
- Assist with developing ongoing strategies to enhance onboarding and hiring
- Responsible for the proactive sourcing of talent
- Research and develop new ways of using the Internet for recruitment
- Maintain/update all external job boards
- Blog on social media sites (Facebook/Linkedin/Twitter)
- Create innovative sourcing strategies
- Organize career fairs
- Prescreen candidate for position eligibility

Qualifications for recruiting specialist

- The ability to target qualified candidates and screen resumes identifying potential matches
- Desire to provide the highest level of service
- High tolerance to stress and ability to work under pressure, personal time management
- Minimum 1-2 years in a recruiting or HR environment
- Minimum 1-2 working in an ATS
- Ability to handle highly confidential material and information