



Example of Recruiting Specialist Job Description

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Our company is hiring for a recruiting specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for recruiting specialist

- Maintain Hexcel's ATS Workday
 - Ensure regulatory client specific process compliance
 - Work to proactively build talent pipeline and employer brand
 - Identifies potential sources for recruiting staff, such as through job fairs, associations, community organizations, advocacy groups, government agencies, military transition centers, vocational/ technical schools, colleges and universities
 - Manage full-cycle recruiting process for our contingent workers, ensuring a seamless, uniform and incredibly positive candidate experience
 - May refer applicants for job openings, administer pre-employment tests, check references and conduct exit interviews
 - May assist with the placement of employment advertising and/or act as a company representative at external career fairs
 - Lead designing a robust digital recruitment strategy including creating digital media campaigns and coordinating the creation of digital content
 - Bring experience and ideas to drafting a remodeled diversity and inclusion recruitment plan that strengthens our pipelines in collaboration with internal and external partners
 - Proactively utilize sourcing techniques (including direct sourcing, internet data mining, search engines, networking, university and organization partnerships, employee referrals and other recruiting tactics) that attract candidates in order to decrease our school based vacancies by 50%
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- Master degree, ideally with specialization in Human Resources
- First significant experience in recruiting desired (apprenticeship or internship minimum)
- Good proficiency in English (spoken and written)
- Strong employee communications and team/morale building experience
- Fluent in English, Hungarian and German
- Knowledge of Market trends and implications on acquiring talent