



Example of Recruiting Specialist Job Description

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Our company is hiring 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

- Manages a diverse requisition load which often focuses on passive candidate pools
- Leverages professional social networks, internal applicant tracking system, various candidate databases, professional organizations, and community associations to network, identify and recruit candidates
- Assisting in coordinating the sourcing and review of all levels of candidates in all areas of the organization
- Making recommendations for and implementing sourcing, recruiting, advertising, and all other strategies that could possibly attract candidates and increase the talent pool
- Brand and market Hexcel's social media sites
- Manage background and drug screening vendor to ensure background and drug screens for new hires and internal promotions are completed timely
- Implement the sourcing strategy for each search, and source candidates for external job searches from networks, associations, approved websites, direct sources and employee referrals
- Manage the end-to-end candidate process, including resume/phone screening, interviews, selection, offers, negotiation and onboarding
- Oversee the internal posting process for all jobs in support of and in compliance with HR protocols
- Qualify candidates for cultural, financial and experience fit, utilizing behavioral based approach utilizing the screening criteria defined by the

Qualifications for recruiting specialist

- A strong work ethic and a never quit attitude
- Excellent organizational, prioritization and communication skills are a must
- At least 2 years experience in functional recruitment best practices in advanced recruitment (not high volume or retail recruitment)
- At least 3 years experience working in an ATS
- At least 3 years experience sourcing through social media channels
- Exceptional professionalism, communication, and sense of urgency