



# Example of Recruiting Job Description

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Our company is growing rapidly and is looking for a recruiting. 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

- Be the point of contact for all session setup and data entry questions
- Confirm all logistics for event planning
- Prepare interview packets and offer letters for prospective candidates/hires
- Process background checks for all new hires
- Update and maintain Geller presence on all external job boards
- Assist in collecting interview feedback and documenting in Taleo
- Act as a subject matter expert for the Taleo system and serve as primary point of contact for recruiters as it relates to performing basic and administrative tasks within the system and troubleshooting any issues
- Assist in periodic audit of both internal recruiter and external agency usage
- Help maintain data integrity and test system on an ongoing basis to ensure proper output to users, candidates, and vendors
- Assist in managing internship program

## Qualifications for recruiting

- Professional presentation, excellent verbal, written and analytical skills
- Ability to multi-task and manage a high volume desk with accuracy
- Resourcefull
- Prior experience in event management
- Ability to connect and coach employees and potential employees
- Intermediate knowledge of working with web/computer-based applications (Microsoft Office) required to perform the tasks in recruitment related

