



Example of Recruiting Job Description

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Our company is looking to fill the role of 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

- Pre-screen candidates via phone and in person to assess suitability for vacancies
 - Liaise with candidates and hiring managers to coordinate the booking of interviews
 - Keep Candidates informed of feedback and timescales relating to their application/ send out regret notification to unsuccessful candidates
 - Ensure that the recruitment offer administration including but not limited to offer letters, contracts, reference checks, right to work documentation checks are completed and paperwork filed away and tracked as required
 - Submit requests to maintain the HR Information System of record (SAP) for any employee changes new starters, leavers, transfers, promotions and employee history
 - Manage the probation period review process, ensuring the relevant paperwork is generated and filed accordingly
 - Compile any ad hoc letters as required for line manager changes and reference requests
 - Assist in the management of the group EMEA HR inbox to answer general employee queries
 - Maintain, update and administer the Leavers records and paperwork, including conducting exit interviews as required
 - Advertise vacancies via a variety of advertising and social media channels to support the candidate attraction strategy
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- Administer training sessions and materials for the Global Recruitment team to advance their knowledge on current systems/tools
- Strategically utilize LinkedIn, networks, cold-calling, and research methods to source passive candidates
- Initiate phone screens with direct applicants, referrals, internal networks, and other interested candidates
- Evaluate and make judicious decisions on a candidate's skill set for a requisition and fit within our unique "freedom and responsibility" culture
- Own and juggle multiple requisitions and maintain high quality/maximum traction for Hiring Managers at all times
- A leader who will offer innovative and constructive ideas to continue our team's success