



Example of Recruiting Job Description

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Our company 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

- Miscellaneous administration to support the HR department as required
- Onsite account team directly supporting the client's specific strategic and operational goals
- Conduct all background checks and administer drug testing information
- Maintain all candidate records in KCM and update accordingly as the recruitment process
- Partner with business unit leaders to understand their individual talent recruiting objectives
- Differentiate Foth within talent market, resulting in "first choice" position for high quality talent
- Monitor effectiveness of full-cycle recruitment processes with a continuous improvement mentality
- Display exceptional presentation skills and assume a lead role in ensuring a positive recruiting experience, consistent with Foth's employment brand, is created for all candidates
- Develop and maintain relationships with outside recruiting firms
- Lead the full-cycle process of recruiting engineers, scientists and other professionals to include candidate marketing, sourcing, recruiting, interviewing and selecting

Qualifications for recruiting

- BS/BA in Human Resources, Business Administration, Psychology , or related

- The ideal HR Manager candidate will have at least 2 years of experience in recruitment, experience in internet industry is highly preferred
- A key requirement for the ideal candidate is to be very people oriented, with strong interpersonal skills, negotiation, ability to empathize, good customer service mindset and the ability to establish rapport with others
- Experience supporting a recruiting function strongly preferred
- 1+ years of recruiting coordinator, recruiting or other HR experience
- 1+ years of recruiting coordinator or coordination experience