



Example of Recruiting Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a recruiting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for recruiting

- Maintain compliance in demonstrating a broad understanding of employment laws and best practices in human resources recruitment processes
- Provide coaching and knowledge transfer to members of recruiting team
- Generate cold call and or mailing lists for all Recruiters
- Prepare all documentation related to compensation surveys, , spreadsheets and PowerPoint maps
- Coordinate travel schedules for both the Recruiter and the Candidate, conferences and prepare itineraries accordingly
- Make travel arrangements (air, hotel and car rental) using online travel databases for interviewees
- Send completed references to reference checking agency and send offer letter packages to the hired candidates
- Submit candidates' expense sheets to the appropriate department once the interview has been conducted
- Work on various projects (internships, diversity efforts, branding)
- Provide analytical and well documented reports of timeline deadlines to the rest of the team

Qualifications for recruiting

- Controls & Business Resiliency Coordinator for the Global Corporate Sector Recruiting Team

- Previous coordination or recruiting experience is preferred, though not required
- Degree and/or experience in Finance/Accounting strongly preferred
- Recruiting/hiring experience preferred