



# Example of Regional Recruiter Job Description

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Our company is looking to fill the role of regional recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for regional recruiter

- You will conduct behavioral based interviews and analyze applicant attributes to match the specific needs of each facility
- Educate hiring managers on the recruitment process
- Consult with hiring managers on recruitment trends, target companies, innovative sourcing techniques such as CMS, industry events, networking, job boards, cold calling, external research
- Determine with hiring managers next steps in the process
- Project management for TAS special projects
- Provides recruiting services to support regional construction staffing needs
- Sources and identifies qualified technical candidates for openings (internal and external), including cold calling
- Determines appropriate recruiting strategies utilizing the most efficient and cost effective methods
- Conducts screening, interviews, meets with hiring managers to determine top candidates
- Establishes salary, checks references and extends verbal and written employment offers

## Qualifications for regional recruiter

- 3-5 years' previous experience recruiting, sales and/or management areas
- History of meeting goals/quotas & managing within budgets
- Experience in management with a fashion retail company is a plus

- He/she must be a team player who values accountability, integrity, quality, and has a strong sense of urgency
- Proficiency with applicant tracking databases, Microsoft Office Products