



Example of Retail Recruiter Job Description

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Our innovative and growing company is searching for experienced candidates for the position of retail recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for retail recruiter

- General recruitment administration booking interviews/rooms, maintaining ATS system, advertising roles, sitting in on interviews where necessary and supporting line managers with anything recruitment related
- Coordinating and supporting assessment centres for entry level recruitment
- Develop an in depth understanding of our Retail and Customer Service teams – the structure, the team dynamics, the business challenges and opportunities in order to effectively build this team in a highly competitive marketplace
- Confers with hiring manager to identify or confirm personnel needs, job specifications, job duties, qualifications, and skills and assists with internal/external job posting process
- Provides consultation and guidance to hiring managers throughout the recruitment and selection process
- Conducts professional communication with all job applicants and provides a positive representation of the bank through all interactions
- Utilizes established sourcing sites and contacts to source qualified candidates
- Follows established recruitment process ensuring compliance with company policy, and state and federal regulations
- Coordinates participation in, sets up display, and publicly represents organization at job fairs
- Conducts compensation analysis to determine appropriate salary for applicant and extends offers to selected candidates with approval of Retail Recruiting Manager and/or Staffing Manager, Compensation and Hiring Managers

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- Proven recruitment experience, ideally from an in-house background being able to manage high volumes of vacancies within tight timeframes – ideally having worked in the Buying, Merchandising, Garment Technology, Design and Production space
 - A background and knowledge of recruiting a variety of head office roles across all levels and business functions
 - Experience within a similar fast paced, commercially focussed fashion retail environment would be highly desirable
 - Experience using Social media tools in a Recruitment context – LinkedIn
 - Excellent stakeholder management skills and able to juggle multiple demands and be able to build strong relationships across the business
 - Self Starter, ability to solve problems and think creatively