



Example of Sourcing Recruiter Job Description

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Our innovative and growing company is looking to fill the role of sourcing recruiter. 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 sourcing recruiter

- Uncover talent utilising Boolean search, database scrubbing, networking, relationship building, event lists, social media, sourcing tools, predictive sourcing tactics and industry research
- Identify potential candidates through the use of intricate Boolean searches, user groups, professional and social networking, candidate referrals, networking, web sourcing
- Developing and maintaining a network of potential candidates through proactive communications and on-going candidate relationship management
- Develop and execute targeted passive candidate marketing campaigns which lead to development of highly skilled talent communities
- Develop comprehensive sourcing strategy to support overall TA goals
- Proactively map organizations and markets around the world to identify the best pools of talent
- Create compelling conversations with top talent and engage interest
- Screen applicants and perform phone interviews as needed
- Continue to improve and innovate sourcing and recruitment
- Support other administrative duties as needed

Qualifications for sourcing recruiter

- Experience of using social networking tools for recruitment LinkedIn, Facebook, and Twitter

- External Recruitment – Works through the entire recruitment process with a team
- Employee Relocation Benefits - Familiar with the relocation benefits process
- A background in high volume recruiting is a plus
- Strong communication skills, verbal and written organizational and time management skills