



# Example of Sourcing Recruiter Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position 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

- Attract candidates by leveraging the usage in a wide range of social media, job boards by networking and referrals
- Identify and target qualified candidates for fit against the defined competencies and markets for the roles/projects assigned, producing a robust and talented candidate pipeline
- Source candidates using traditional and non-traditional sourcing techniques such as Internet job boards
- Serve as subject matter expert within the sourcing function and lead the sourcing process in designated locations
- Source high quality prospects against niche, hard-to-find profiles or specific requisitions using sophisticated recruiting techniques such as cold-calling, direct sourcing, competitive research, and networking at professional events, and using other recruiting and sourcing techniques
- Develop and leverage market intelligence to target passive candidates through internet sourcing, resume mining, targeting special interest groups, competitive intelligence, key industries and companies
- Participate on TDA's social media activation
- Relationship management to include advisement, coaching, and training of hiring managers on sourcing tools and techniques including social media activation
- Assist and coach less experienced recruiters or third party contractors
- Developing and executing detailed sourcing strategies, consistently

## Qualifications for sourcing recruiter

- 2+ years of corporate and/or search firm progressive technical recruiting experience with a focus on passive candidate generation
- Ability to proactively network and establish effective working relationships, continually seek new sourcing options, and develop creative approaches to delivering candidates to the customer
- Self-sufficient and able to work with little direct supervision in an extremely fast-paced environment
- Must be fluent in English and ideally a second European language
- Build and maintain network of potential candidates across the EU through proactive market research and on-going relationship management
- Have substantial recruitment experience, preferably in an Executive Search or onsite environment that is customer facing