



Example of Sourcing Recruiter Job Description

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Our company is looking for a sourcing recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for sourcing recruiter

- Utilize, update, and maintain applicant tracking system
- Assist with other duties as assigned related to talent acquisition
- Prequalify potential candidates to determine their qualifications
- Develop a pipeline for current and future hiring needs
- Ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria
- Ensure timeliness of recruitment process
- Create compelling conversations with talent in different markets and engage interest
- Continue to improve and innovate our attraction methods and candidate experience
- Managing full cycle recruitment for roles within the IT Department while ensuring a smooth and positive candidate experience
- Build talent maps of competitive companies through cold calling into companies and/or internet research

Qualifications for sourcing recruiter

- Ability to maintain confidence and professionalism when leading others through ambiguous and complex situations
- Possess strong analytic skills with ability to create, measure, and scale the right workflow between candidates, hiring managers, and the recruiting team. Create and maintain strategic recruiting plans with clearly defined objectives, desired outcomes, and a calendar of events

- Applicant tracking system experience with sourcing, tracking and managing candidates
- A background in and passion for technical recruiting
- 3+ years of technical recruiting for Software Engineers