



Example of Technology Recruiter Job Description

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

Responsibilities for technology recruiter

- Develop and consult with internal and external clients on recruitment strategies and techniques
- Develop and consult with both internal and external clients on advanced recruitment strategies and techniques is critical for success in this role
- Support, consult, and sell candidate slate to our internal and external clients
- Manage a portfolio of requisitions VP and below, owning full life-cycle of process (including sourcing, screening and ultimately closing candidates and driving the offer process)
- Selects candidates through resume review, phone screening, and behavioral interviewing
- Uses a variety of resources and creative techniques to proactively and continually source, develop, and maintain a qualified and diverse pipeline of talent available to access for immediate and future hiring to meet business needs
- Leverages recruiting resources such as Internet, internal Applicant Tracking System (ATS), professional organizations and community associations to identify, recruit and network with candidates
- Maintains accurate and well-ordered documentation on candidates, searches, hiring manager interactions and other recruiting activities to ensure Company and legal compliance with employment practices, policies, processes, and applicable laws
- Collaborates and consults with appropriate management level and IT HR staff to identify and prioritize staffing needs and to develop sourcing and

- Conducts in take meetings with hiring managers and establishes clear understanding of position requirements, sourcing plan, interview and selection techniques

Qualifications for technology recruiter

- At least 3 years of experience collaborating with recruiting managers and peers on recruiting strategy
- 5+ years of experience in full lifecycle Technology recruiting
- 3+ years of experience collaborating with recruiting managers and peers on recruiting strategy
- Coordinate TA Experienced hiring, MBA and Graduate hiring end-to-end (from first screen of CVs, to co-ordination of interview days, to offer acceptance)
- Responsible for planning, sourcing, recruiting and follow-up for TA Generalist hires and TA Expert Career Track hires
- Meet with the TA Partners involved in hiring to set strategy, discuss hiring plans and work closely to meet their hiring needs