

This Recruiter job description template includes key Recruiter duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a Recruiter with full-cycle recruiting experience, from talent sourcing and attracting candidates to interviewing and hiring great employees.

Responsibilities:

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

Requirements:

- Proven work experience as a Recruiter (either an in-house recruiter or a staffing agency recruiter)
- Solid ability to conduct different types of interviews (structured, competency-based, stress etc)

- Hands on experience with various selection processes (phone interviewing, reference check etc)
- Ability to organize skills assessment centers (in tray activities, work samples, psychometric and IQ/EQ tests, etc)
- Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
- Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS) or Human Resource Management Systems (HRMS)
- Excellent communication and interpersonal skills
- Strong decision-making skills
- BS/MS in Human Resources Management