

HR Recruiter Job Description Template

Overview of HR Recruiter

An HR Recruiter is a pivotal figure in talent acquisition, responsible for sourcing, screening, and selecting candidates to fill job openings within an organization. They play a crucial role in building strong teams by identifying top talent that aligns with company culture and objectives. HR Recruiters leverage various strategies, including job boards, social media, and networking events, to attract qualified candidates. With expertise in candidate assessment and interview techniques, they ensure the hiring process is efficient and effective.

What Does an HR Recruiter Do?

Are you good at headhunting? We are seeking a proactive and resourceful HR Recruiter to join our team, responsible for managing the end-to-end recruitment process, from identifying staffing needs to onboarding new hires.

As an HR Recruiter, you'll collaborate with hiring managers to understand their staffing needs, develop recruitment strategies, and execute effective sourcing techniques to attract qualified candidates. Your goal will be to ensure a positive candidate experience while delivering top-notch talent to drive our company's success.

If you're passionate about connecting talented individuals with exciting career opportunities, this role is for you!

HR Recruiter Responsibilities and Roles

- ❖ Collaborate with hiring managers to determine staffing needs and develop recruitment strategies.
- ❖ Source candidates via multiple channels such as online job boards, social media platforms, professional networking sites, and employee referrals.
- ❖ Evaluate resumes and applications to filter candidates and gauge their suitability.

- ❖ Conduct interviews and evaluate candidates' skills, experience, and fit for the position and company culture.
- ❖ Facilitate and arrange interviews between hiring managers and candidates according to a predetermined schedule.
- ❖ Administer the offer procedure, encompassing the negotiation of compensation and benefits packages.
- ❖ Conduct background checks and verify references for selected candidates.
- ❖ Ensure precise and current documentation within the applicant tracking system (ATS).
- ❖ Establish and sustain partnerships with external recruiting agencies and vendors
- ❖ Stay updated on industry trends and adhere to best practices in recruitment and talent acquisition.

HR Recruiter Skills and Requirements

- ❖ Bachelor's degree in Human Resources, Business Administration, or a closely related field is required.
- ❖ Demonstrated proficiency in HR recruitment or equivalent position
- ❖ Proficiency with Applicant Tracking Systems (ATS) and recruitment software.
- ❖ Excellent communication and interpersonal skills.
- ❖ Strong organizational and time-management abilities.
- ❖ Demonstrate adept multitasking and effective prioritization skills
- ❖ Knowledge of employment laws and regulations.
- ❖ Experience with social media recruiting techniques.
- ❖ Proactive approach to problem-solving and decision-making.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.