

## **DESIGNATION – IT Recruiter**

**Experience – 2 to 4 years**

### **JOB DESCRIPTION:**

Recruiters are responsible for screening resumes to determine which candidates meet the minimum requirements.

The recruiting, interviewing, and screening responsibilities of HR recruiters can be further broken down by daily job duties, which include:

Candidates should have good communication skills.

Prepare recruitment materials and post jobs to appropriate job board.

Source and recruit candidates by using databases, social media etc.

Partnering with hiring managers to determine staffing needs.

Performing in-person and phone interviews with candidates

Administering appropriate company assessments

Performing reference and background checks

Following up on the interview process status

Maintaining relationships with both internal and external clients to ensure staffing goals are achieved

Communicating employer information and benefits during screening process

Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices

Completing timely reports on employment activity.