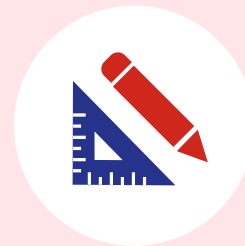


# Essential Skills Review



## Resume Review and Reflection

Take time to review the following job description for a recruiter position and make note of the essential skills that stand out for you.

### National Corporate Recruiter

\$70,000 - \$90,000 a year, Full-time

#### Description

We are a commercial roofing contractor known for our highly skilled workforce, safety standards, and commitment to quality. The National Corporate Recruiter handles the day-to-day recruiting needs for operating units nationally. This includes executive and non-executive recruiting support.

#### Job Functions

- Full-Cycle Recruitment: Manage end-to-end recruitment for all professional-level positions across 90+ operating locations, including sourcing, screening, interviewing, and hiring.
- Sourcing & Networking: Leverage a variety of tools to identify, engage, and attract qualified candidates. Build and maintain relationships with top talent in the industry.
- Collaboration with Hiring Managers: Partner with hiring managers across business units to understand their specific talent needs and ensure alignment on job descriptions, candidate profiles, and hiring timelines.
- Job Postings & Advertising: Create and manager job postings on various platforms to maximize visibility and attract diverse talent. Use creative strategies to enhance candidate engagement.
- Talent Pipeline Management: Proactivity build and maintain a strong talent pipeline for both current and future hiring needs. Utilize ATS to track candidates and communicate with hiring managers efficiently.

#### Requirements

- Experience: 3+ years of full cycle recruiting experience, with a strong track record of recruiting across multiple levels of an organization.
- Tools Proficiency: Extensive experience and ability to effectively use multiple recruiting tools to identify and engage candidates.
- Strong Sourcing Skills: Demonstrated ability to source candidates through various channels including direct sourcing, job boards, social media, and staffing agencies.
- Communication & Interpersonal Skills: Excellent verbal and written communication skills. Ability to build relationships with candidates, hiring managers, and third-party agencies.
- Problem-Solving & Time Management: Strong organizational skills with the ability to manage multiple open roles simultaneously while meeting deadlines and performance goals.
- Knowledge of Recruiting Metrics: Experience tracking recruiting KPIs such as time-to-fill, cost-per-hire, and source-of-hire.

**What essential skills did you observe while reviewing this job description?**

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