

Recruiter Job Description Template from AIHR

A ready-to-use job description you can adapt for internal and external use for your open roles.

WHAT'S INSIDE

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A complete recruiter job description covering the role summary, responsibilities, and requirements.

02

Clear, ready-to-post responsibilities spanning sourcing, screening, interviewing and offers.

03

A qualifications and skills checklist to help you attract the right candidates.

04

Editable placeholders you can tailor to your company, salary range, and benefits.

KEEP LEARNING WITH AIHR

AIHR's certificate programs give HR pros the practical playbooks behind templates like this one. Explore the preview lesson for free.

Build a Recruitment Function That Hires the Right People

Great hiring takes the right process, tools, and skills. Preview lessons from **AIHR's Sourcing & Recruitment Certificate Program** to:

- Find and engage the right candidates, even for the roles that are hardest to fill
- Screen and assess with methods that cut mishires and raise candidate quality
- Use recruitment data and AI to hire faster & smarter.



PREVIEW LESSON

Recruiter Job Description

Job description

At [Company Name], we are looking for a motivated and skilled Recruiter to join our growing People Team

In this role, you will own full-cycle recruitment, partnering with hiring managers to understand their needs, sourcing and screening candidates, and guiding them from first contract to signed offer. You are the face of our company to candidates and a trusted advisor to our hiring managers.

This is a hybrid role with the option to work from home. We prefer candidates within [x miles/km] of our headquarters in [Company Location] for occasional in-office days.

Key responsibilities

As a Recruiter at [Company Name], you will:

- Partner with hiring managers to understand each role and agree on what a strong candidate looks like
- Source candidates through job boards, social media, referrals, and professional networks
- Review applications and run initial screens to shortlist the best-fit candidates
- Coordinate interviews and keep candidates informed at every stage
- Run background and reference checks, then prepare and present offers
- Support new hires through onboarding
- Keep candidate records up to date in the ATS and track key hiring metrics

Required & preferred qualifications

- A Bachelor's degree in Human Resources, psychology, business administration, or a related field
- 3+ years of recruitment experience, either in-house or at an agency
- A good understanding of full-cycle hiring, from sourcing to offer
- Confidence using applicant tracking systems (ATS) and sourcing tools
- Strong communication skills and the ability to build relationships quickly

Nice to have:

- A recruitment or talent acquisition certification, like AIHR or AIRS
- Experience with high-volume or specialized hiring
- Familiarity with recruitment metrics and reporting

What we offer

- A salary between \$61,000 and \$78,000 per year, full-time
- Flexible hours and the option to work from home
- A high degree of autonomy in a supportive, international team
- 15 paid vacation days a year, plus 5 more after five years with us
- Pension plan
- Access to a mental health and wellbeing platform
- A personal development budget, plus training and books on us
- Employee meal program and free access to the office gym

About [Company Name]

[Share a short introduction to your company: what you do, your mission, and the values that guide your team]

[Add a few lines on your work environment and culture, and what makes working here different.]

How to apply

If this sounds like you, we'd love to hear from you. We're hiring for this role as soon as we find the right person, so don't wait to apply.

A quick note: research shows that men tend to apply when they meet about 60% of the criteria, while women often wait until they meet all of it. If you're excited about this role but don't tick every box, please apply anyway. We'd still love to hear from you.

[Add your Apply Now button linking to the start of your application process.]

Questions?

For anything about this role or life at [CompanyName], reach out to [contact name or email.]

Equal opportunity statement

[Company Name] is an equal opportunity employer. We're committed to a workplace free from discrimination and harassment, and we make all hiring, pay, training, promotion, and evaluation decisions fairly, giving equal opportunity to every qualified candidate and employee.

Related Resources

Explore more expert insights and tools from the Academy to Innovate HR

FREE TEMPLATE



Interview Guide Template [Free Download]

Structure your interviews with consistent, role-ready questions so you can compare candidates fairly and hire with confidence.

EXPLORE



RESOURCE LIBRARY



Data-Driven Talent Acquisition Guide

Get the metrics, tools, and nine-step process to take the guesswork out of recruitment and prove your hiring impact with data.

EXPLORE



CERTIFICATE PROGRAM



Sourcing & Recruitment Certificate Program

Build end-to-end recruiting skills, from sourcing and screening to employer branding and analytics, to hire the right people in a competitive market.

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