

# Recruitment Manager Job Description

---

## **Duties and Responsibilities:**

- Design the selection matrix used in choosing optimum recruitment channel and source
- Explore market best practices in the recruitment and placement of employees
- Conduct job interviews to ensure candidates skills and qualification match the job requirements
- Maintain up-to-date knowledge of labor legislation, implementing required changes to keep company recruitment processes compliant
- Direct and supervise the activities of human resources recruitment teams
- Act as a single point of contact for managers regarding recruitment topics
- Design training for human resources recruiters and line managers
- Build quality relationship with internal customers and external recruitment agencies
- Minimize cost incurred in a recruitment process
- Set social media communication strategy for different job profiles and functions in an organization
- Conduct research to identify and select suitable job advertising options
- Participate in job fairs and career events
- Supervise the recruiting team and report on its performance
- Advise hiring managers on interviewing techniques.

## **Recruitment Manager Requirements – Skills, Knowledge, and Abilities**

- Education and Training: To become a recruitment manager, you require a Bachelor's degree in business management, public administration, or

business administration, or in a related discipline. Previous experience in a recruitment position is necessary to take up this position

- **Organizational Skill:** Recruitment managers are able to manage a hiring process to ensure the staffing needs of an organization are fully met
- **Attention to Detail:** They are well versed in screening applicants to determine if their skills and abilities match company job requirements
- **Leadership Skill:** They are able to effectively direct the affairs of the recruitment department in an organization.