



# Senior Recruiter 1

## Job summary

We are searching for a [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) that will support professional and support level roles within the Operations organization. The [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) will be responsible for turning the business strategy into an actionable recruiting strategy and building proactive recruiting plans to address critical talent gaps, helping the organization assess and select talent for both today's and tomorrow's business needs and ultimately creating competitive advantage in the business and talent marketplace.

## Responsibilities

Consult with senior business and HR leaders on critical talent gaps and drive an effective and efficient talent strategy in support of the business.

Understand the US business strategy, and consult on the overall aligned talent strategy.

Drive a strong talent assessment process and rigor.

Proactively share market and competitive intelligence to inform talent, business, and organizational design decisions.

Present ongoing requisition updates both written and verbally to the HR Business Partner, Controller, and Business leaders.

Network, source, and build a [talent pipeline](https://100hires.com/talent-pipeline.html) with industry leaders assess them and ultimately attract the highest skilled and credentialed professionals to join Cigna.

Be the primary negotiator and closer to selected candidates.

He/she will also create a diversity sourcing strategy for the designated business groups; this includes building strong external partnerships with diverse associations.

Screen, evaluate and qualify candidates, including conducting in-depth candidate interviews to develop a deep understanding of candidate qualifications and competencies.

Partner with other HR partners, as appropriate, to ensure that Cigna can attract the necessary talent for today and tomorrow. This includes Compensation, Relocation, Employment Law, Employee Relations, and Talent Management.

Provide substantive and competency-based feedback to all unsuccessful candidates. Ensure an exceptional hiring manager and candidate experience.

Maintain an understanding of innovative recruitment tools, technologies, and best practices.

## Requirements

Bachelor's degree or equivalent recruiting experience.

Minimum of 6+ years direct, relevant, and recent experience in recruiting - experience recruiting mid-level professionals & managers preferred.



Demonstrated ability to recruit diverse individuals and ability to negotiate and consult on compensation packages.

Exceptional assessment and interviewing skills and a strong command of assessment and selection methodologies, instruments, and processes.

Ability to work successfully in an environment with high visibility and the ability to manage complex and sensitive situations independently.

Track record of flawless execution and a strong ability to multi-task in a fast-paced, deadline-oriented, high-demand environment with tight deliverables.

Experienced in sourcing passive talent .

Sound judgment and discretion.

Demonstrated proficiency with Microsoft Word, PowerPoint, Excel, and database systems required.

Knowledge of web-based [candidate tracking system](https://100hires.com/candidate-tracking-system.html) management and reporting preferred (Workday a strong plus).

## Senior Recruiter 2

### Job summary

The [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) is responsible for full life cycle recruiting for non-exempt and exempt job openings with an emphasis on Technology roles. You will partner with Hiring Managers and HR Business Partners to identify and implement effective recruitment strategies, metrics (qualitative and quantitative), and activity tracking. Strong focus on sourcing passive candidates through networking, cold calling, complex internet searches, and research. In addition, you will ensure a positive candidate experience with frequent communication throughout the process, including the sharing of feedback after the hiring decision has been made. You will act as a true business partner for all things related to talent, recruiting, and hiring. This is a “utility player” position working across corporate niche recruiting.

### Responsibilities

Be responsible for the entire recruitment lifecycle from intake call/sourcing through offer stages

Source candidates, evaluate applicant qualifications, phone screen, schedule/conduct interviews and check references, build and extend competitive offers

Maintain and uphold Talent Acquisition process workflow and compliance

Act as a thought partner, advisor, and consultant to Executives, Hiring Leaders, and HRBP's

Be data-driven and use recruitment reporting and analytics to influence decisions

Build new recruitment strategies to support hiring initiatives with clear and defined goals and outcomes

Project manage and lead internal initiatives from a talent perspective

Execute on individual assignments and projects, and also work across multifunctional groups on large, complex initiatives, with accountability in every step



Responsible for utilizing the applicant tracking system (Workday) - cross-posting jobs to various internet sites, disposition candidate status through each step of the process, and hiring/closing out candidates within the system  
Must be able to interact with all levels of Management and demonstrate a consultative approach to sourcing/recruiting  
Use best practice recruiting methods as well as develop new creative sources to execute full lifecycle recruiting

## Requirements

Bachelor's degree or equivalent  
7 + years experience of full life-cycle recruiting experience supporting exempt hiring  
Experience recruiting within the Technology vertical  
Proven ability to bring top talent through the entire recruitment lifecycle  
Experience handling sensitive/confidential information  
Proficiency with G Suite for Business, Microsoft Word, PowerPoint, and Excel  
Must have experience using applicant tracking system software (Workday preferred)  
Independent worker, a self-starter, detail-oriented, team player, analytical, and can handle multiple projects simultaneously  
Strong business acumen to partner, consult and build relationships with teammates of all levels  
Customer centric focusing on the hiring manager, candidate, and customer experience

## Senior Recruiter 3

### Job summary

Senior Recruiter is responsible for delivering all facets of recruiting success throughout the organization and assists in promoting a strong employment brand and ensuring a positive candidate experience by creating a high-touch environment. Develop and execute sourcing plans through local and national recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. Builds and maintains relationships with clients to ensure staffing needs are met by managing all sourcing, selection, and hiring of talent through set metrics. Develops and executes robust recruiting strategies and communicates regularly with clients on the process, status, and feedback of all candidates. Maintain complete and accurate record-keeping details in compliance with federal and state requirements. [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) plays a critical role in ensuring the attraction and hiring of the best possible talent to meet business needs.

### Responsibilities

Creates sourcing strategy for the approved job and collaborates with the hiring manager  
Identifies external or internal candidates to fill new or vacant positions  
Activities may include screening resumes, attending recruitment job fairs, school and/or community-based recruitment events, or other externally focused efforts



Sourcing activities may include the creation of an internal and/or external job posting, employee referrals, website advertising, or other sourcing methods

Interviews prospective employees for non-exempt and exempt positions

Assess candidates to determine if their capabilities match the job requirements

Activities may include telephone-based or in-person interviews or administering pre-placement testing (Example: knowledge or skill-based tests, simulations, etc.)

Reviews information gained about the candidate(s) and decides whether or not to interview the candidate and recommend to the hiring manager

Conduct debrief sessions with the hiring manager to discuss candidate qualifications

Activities may include reviewing test data, interviewer's recommendations, or leading/participating in selection decision-making meetings for internal teams

Facilitates the placement of qualified candidate

Determines job offer to most qualified candidate

Discuss offer details with hiring manager

Partner with Compensation and HR as needed

Prepares new hire offers and extends verbal offers

Negotiate offer to successful acceptance

Communicates final status with all candidates

## Requirements

Bachelor's Degree or equivalent work experience

5 or more years HR experience

At least 3 years of dedicated recruiting experience

Demonstrated good judgment and confidentiality

Exceptional verbal and written communication skills with a strong emphasis on customer service orientation

Demonstrated experience working in a fast-paced, highly team-oriented environment

Excellent time management, follow-through, and organizational skills

Strong communication and ability to build relationships with all levels of personnel required

Strategic and forward-thinking

Ability to handle multiple priorities with a high degree of accuracy and ability to delegate work as needed

Intermediate to advanced computer skills in Word, Excel, Outlook, Internet Explorer, and databases

Strong knowledge of social media and demonstrated usage of tools such as LinkedIn

Ability to handle highly confidential information required

Ability to build strong relationships and work in a team environment

Ability to quickly assess candidate's skills/qualifications and attributes and make placements/recommendations as



appropriate

Ability to coach and counsel internal and external candidates on career development

Demonstrated leadership ability to coach and counsel other recruiters on best practices and recruiting processes

Ability to work on special projects, in addition to typical recruiting workload

Ability recruiting hard-to-fill positions utilizing various sourcing methods

Experience using Taleo or other applicant tracking systems (i.e. iCIMS)

Experience using HRIS platforms (i.e. PeopleSoft and COMPAS)

Must be willing and able to travel up to 10% of the time

Must be legally authorized to work in the United States for any employer without sponsorship

Successful completion of interview required to meet job qualification

Reliable, punctual attendance is an essential function of the position

## Senior Recruiter 4

### Job summary

We are looking for a [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) to join our outstanding recruitment team! You will develop and drive the activity from attraction to close. We want someone that brings new insights to the table and re-inventing the wheel where vital. Ownership, trust, and support will be afforded to you in a setup that will allow you to be yourself and add value.

We need someone who can think one step (or five) ahead, is strategic, yet can personally deliver on hiring requirements in a hands-on role. We have an incredible product and outstanding employees; you will be a key player in continuing our pattern of success by finding and hiring the best talent.

### Responsibilities

Plan for and execute recruiting and pipelining goals - short, medium, and long term

Be passionate about attracting diverse talent

Maintain a high level of recruiting details

Partner closely with our Hiring Manager community - always keeping one step ahead

Work closely with Managers to understand their needs to identify the right talent

Prioritize multiple job requisitions simultaneously - you will never be bored! (trust me)

Partner closely with the rest of the Recruiting team, fine-tuning our pitch and approach. We work as a cohesive team and want to make each other better together!

Conduct independent sourcing via [social recruiting](https://100hires.com/social-recruiting.html) , networking, job postings, and career events

Develop a pipeline of candidates in niche areas as determined by market needs and business strategies



## Requirements

8+ years of full-cycle recruiting in an In-house environment

Successful track record of direct sourcing candidates (this is a full cycle role)

Outstanding networking and communication skills

The ability to independently manage multiple competing priorities and to constantly prioritize - you will be in high demand!

A confident, comfortable presenter - proficient in challenging those around them (in a constructive way)

A high sense of urgency and ability to work in a fast-paced, ever-changing environment

## Senior Recruiter 5

### Job summary

We're seeking a talented, results-oriented [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) with a passion for delighting the client and candidate to join our recruiting organization. You will be supporting Devices & Services technical teams to help propel technical recruiting and strategy, along with candidate generation and closing of candidates in partnership with your clients. Our [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) is a member of the recruiting team focusing on hiring top engineering talent, serving as a primary recruiting point of contact for a variety of teams, and will have significant influence and impact over the delivery of recruiting services to our customers.

### Responsibilities

Educate stakeholders on the recruiting process, and tech demographic, set expectations of how businesses need to participate, as well as best practices.

Partner with sourcing recruiters to build effective passive [candidate sourcing](https://100hires.com/candidate-sourcing.html) strategies

Ability to display data, and present findings clearly and concisely.

Manage the allocation, observe trends that could affect the ability to meet the demand, and create strategies to get back on track.

Monitor the vacancies, pipeline, allocation, funnel conversion, time to fill, diversity, and quality of hire.

Provide oversight of the interviewer pool and work with Hiring Managers if additional participation or course correction is required.

Ensure we are consistent across the org by streamlining the tech recruiting process from phone interviews to onsite.

Utilize market data and trends to guide the business with opportunities that could address their needs faster.

Report insights to the business stakeholders on metrics, measurements, and status of performance indicators.

Utilize analytics to anticipate roadblocks and problem-solve the challenges.



Lead special projects/ recruiting initiatives

Participate in briefs, onsite interviews, and debriefs

## Requirements

Bachelor's degree or equivalent experience

5+ years recruiting or sourcing experience working in a medium to high volume, high hiring bar environment

## Senior Recruiter 6

### Job summary

We are hiring a [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) to find the best and brightest to join our team. In partnership with the People Team, you will design, build, and own recruiting processes in support of a superb candidate experience.

We are in high growth, startup mode and need someone willing to get their hands dirty. If you are passionate about recruiting and looking for an opportunity to own the full life-cycle recruiting process, Everly Health is the place for you

### Responsibilities

Manage the full life-cycle recruitment process from sourcing through on-site interviewing, negotiating offers, and closing candidates across non-technical roles

Lead creative recruiting, sourcing, and outreach initiatives in partnership with hiring managers/functional leads

Own the entire candidate experience

Collaborate closely with the People Team

Partner with, and serve as, a trusted advisor to [hiring team](https://100hires.com/hiring-team.html) s and managers

Train and prepare interview teams and hiring managers for interviews and effectively share information across the team

Develop passive candidate leads using various sources

Evaluate new and diverse recruiting source/partner options and make recommendations

Regularly report recruiting activities, candidate flow status, and results metrics

Contribute to and continuously improve internal best practices

Cultivate and manage our Applicant Tracking System

### Requirements

You have at least three years of sourcing, recruiting, and managing highly competitive roles

Demonstrated comprehensive knowledge and success in building effective recruiting practices



Proven business partner and consultant to hiring managers to drive success in the recruiting process

Experience recruiting and hiring for a variety of roles and supporting multiple hiring managers simultaneously to build a team from entry to executive level

Strong, proactive leader with the ability to work with and influence others

Willingness to identify and attend local recruiting events

Prior experience in a fast-paced startup environment a plus

## Senior Recruiter 7

### Job summary

In this [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) role, you will source and recruit operational leaders and managers into the company's Healthcare Segment for food and nutrition services (OR facilities) managerial positions. You will partner with hiring managers and operational leaders to learn their business objectives, growth strategies, and hiring needs. You will provide insight into the talent market, influencing with data and leveraging recruiting technology.

You will use your strong communication, organizational skills, and technical knowledge to drive all aspects of recruitment to provide exceptional customer service to our candidates and business partners. The [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) will source and screen for and fill a variety of positions in the areas of Food & Nutrition Services, Patient Services, Culinary, and all aspects of food services within a healthcare environment.

### Responsibilities

Work closely with all hiring managers to execute the recruiting process

Source, screen, and engage passive and active candidates

Utilize innovative sourcing techniques and strategies to find, connect and recruit top talent

Cultivate a robust network of potential candidates through proactive market research, events, and ongoing relationship management

### Requirements

3+ years of recruiting and sourcing experience

Experience recruiting for Food Service Management positions is preferred

Experience working collaboratively with team members and fostering strong partnerships with hiring managers

Experience sourcing, networking, and building [talent pipeline](https://100hires.com/talent-pipeline.html)

## Senior Recruiter 8





## Job summary

As a Senior Recruiter, you are responsible for a wide range of roles, stakeholders, and candidates. This is an incredible and unique opportunity to join a rapidly growing eCommerce company as a true partner and make a significant and immediate impact. To learn more about our culture & values, [click here!](#)

Check out these links if you're interested in learning more about us and want to gain insight into our fun, dynamic environment that encourages learning and growth!

## Responsibilities

Leverage all aspects of sourcing and candidate development including job posting, job board mining, internet sourcing, social networking, and employee referrals

Manage strategic relationships with senior-level stakeholders

Create a solid pipeline of applicants for a variety of roles in our Talent department

Ensure an impressive candidate experience through thorough communication & timely feedback, as well as interviewer preparedness and effective interview format

Track metrics and use data for strategic analysis of recruiting campaigns, own reporting relationships with senior leaders

Think big picture and collaborate closely with cross-functional partners to drive process improvements and efficiencies

Drive diversity, equity, and inclusion throughout the talent acquisition process

## Requirements

3+ years Full Lifecycle Recruitment experience; Talent, Marketing recruitment or experience recruiting recruiters a plus

Full life-cycle experience in a fast-paced environment recruiting for growing organizations

Proven success delivering recruiting results individually or as part of a team in a fast-paced, demanding, high-growth environment.

A sense of urgency to deliver for the business while also effectively working together as part of a team

In-depth direct sourcing expertise utilizing a range of methods and sources

Exceptional written and verbal communication skills

Ability to operate cross-functionally and collaborative in a culture of continuous improvement

Constantly be looking to learn, develop, and grow in your career

## Senior Recruiter 9

### Job summary

The [Senior Recruiter](https://100hires.com/senior-recruiter-job-description.html) is an intermediate position responsible for the end-to-end strategy, execution, and delivery of the recruitment process in coordination with the



Human Resources team. The overall objective of this role is to participate in various recruitment initiatives in support of the overall business strategy.

## Responsibilities

Work with hiring managers and Human Resource partners to manage the full-cycle recruitment process, including developing job descriptions and sourcing and diversity strategies (internal/external, and agency and direct sourcing/networking methods)

Source applicants, screen resumes, interview, and assess candidates to provide qualified candidates to hiring managers

Facilitate feedback to key stakeholders to ensure the timely production of appropriate documentation and approval

Negotiate candidate offers, research markets, and peer organizations, and provide stakeholders with market data and activity information

Ensure all hiring policies and procedures are adhered to and that “best practice” recruitment guidelines are administered throughout the recruitment process

Manage relationships with search firms/agencies to drive timely and thorough sourcing of high quality, diverse candidate pool as well as participate in diversity recruiting events and activities

Coach and train recruits, and assume informal/formal leadership roles within the team

Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup, its clients, and assets, by driving compliance with applicable laws, rules, and regulations, adhering to Policy, applying sound ethical judgment regarding personal behavior, conduct, and business practices, and escalating, managing and reporting control issues with transparency.

## Requirements

5-8 years of relevant experience

Working knowledge of complex compensation structures

Demonstrated experience with senior hires

Knowledge of search and direct hiring

Ability to source talent through social media channels and other networking activities

Bachelor's degree/University degree or equivalent experience

## Senior Recruiter 10

### Job summary

We are looking for a Senior Recruiter.

### Responsibilities



Ensures the maintenance of accurate and concise records and reports concerning all phases of the recruitment process, working within the Applicant Tracking System (ATS) and HRIS tools

Responsible for developing and applying in-depth knowledge of the job specifications to include experience, skills, and behavioral competencies needed for success in each role

Maintain consistent standards for all applicants and ensures compliance with all local rules and regulations related to hiring and recruiting

Promote the Company image to candidates and external service providers and ensures that the Company is represented most accurately and appropriately to all candidates and personally drive the highest standards of ethical behavior for all involved in the recruiting process

## Requirements

2-4 years relevant experience

Bachelor's Degree preferred

Strong communication skills, both written and verbal

Demonstrated ability to multi-task, prioritize, and meet timelines on deliverables

Proficient in Microsoft Office

Self-starter, sense of urgency, works well under pressure, ability to work in a high-velocity environment

Awareness of recruiting metrics and trends: retention, quality of hire, net throughput, etc.

Sense of professionalism and ability to develop relationships

Strong attention to detail

Ability to handle and maintain confidential information