Sample Job Description for Hiring a Recruiting Virtual Admin
This is a sample job description that can be customized to meet your specific business needs.

Recommended Tools for Your Recruiting Virtual Admin:

- **Applicant Tracking Systems (ATS):** Greenhouse, Workable, BambooHR
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Scheduling Tools:** Calendly, Doodle, Google Calendar
- **Document Management Tools:** Google Workspace, Microsoft Office
- **Social Media Platforms:** LinkedIn, Indeed, Glassdoor

Position Overview:
A Recruiting Virtual Admin can help streamline your hiring process by providing support in sourcing, screening, and coordinating candidates remotely. They will manage various administrative tasks related to recruitment, helping you efficiently identify and hire top talent while saving time and resources.

Key Responsibilities Your Recruiting Virtual Admin Will Handle:

- **Job Posting and Management:** Create and manage job postings on various job boards and social media platforms, ensuring they are accurate and engaging.
- **Candidate Sourcing:** Use various tools and platforms to proactively source and identify potential candidates that match the job requirements.
- **Resume Screening:** Review resumes and applications, shortlisting qualified candidates for further evaluation.
- **Interview Scheduling:** Coordinate and schedule interviews between candidates and hiring managers, ensuring a smooth and timely process.
- **Candidate Communication:** Serve as the primary point of contact for candidates, providing updates, answering questions, and ensuring a positive candidate experience.
- **Database Management:** Maintain and update candidate records in the Applicant Tracking System (ATS) and other databases, ensuring all information is accurate and up-to-date.
- **Reference Checks:** Conduct reference checks and background verifications for shortlisted candidates as needed.
- **Onboarding Support:** Assist with onboarding tasks, including preparing offer letters, collecting necessary documentation, and setting up new hires for success.
- **Recruitment Reporting:** Track key recruitment metrics (e.g., time-to-fill, source of hire) and prepare reports to evaluate and improve the hiring process.