

POSITION OVERVIEW

Job Title: Recruiting Operations Partner
Business Title: N/A
Job Code: RECOPSPART
FLSA Status: Exempt
Department: People & Culture
Reports to: Recruitment Operations Manager
Location: Remote USA
Draft Date: May 1, 2026
Revision Date: N/A
Approved By: Dennis Lewis
Role: Individual Contributor

POSITION SUMMARY

The Recruitment Operations Partner is a strategic individual contributor responsible for optimizing recruiting operations, improving the candidate experience, and enabling recruiter productivity at scale. This role supports process execution, operational insights, and continuous improvement initiatives across the recruiting lifecycle while partnering with recruiters, hiring leaders, HR stakeholders, and technology teams to ensure recruiting operations and sourcing activities are efficient, data-driven, and aligned with business priorities.

Position Duties and Responsibilities

- Own end-to-end interview operations, ensuring seamless scheduling, candidate communications, and stakeholder coordination across functions and time zones.
- Support candidate sourcing efforts for an assigned vertical and recruiting team by partnering closely with recruiters to build and maintain qualified talent pipelines.
- Conduct sourcing activities such as talent research, resume review, candidate outreach, and CRM pipeline management.
- Serve as an operational escalation point for complex or high-priority recruiting activity.
- Evaluate recruiting workflows and sourcing processes to improve speed, quality, and candidate experience.
- Maintain data integrity across applicant tracking system and customer relationship management platforms.
- Support accurate tracking of sourcing activities and candidate pipeline status.
- Manage requisition lifecycle activities, including job posting creation and updates.
- Support recruiting metrics, dashboards, and reporting to inform decision-making.
- Develop and document recruiting and sourcing standard operating procedures and playbooks.
- Support shared-services operations and cross-team collaboration to improve recruiting effectiveness.
- Participate in recruiting and sourcing technology enhancements and process improvements.
- Deliver consistent, high-quality service aligned to service level expectations.
- Maintain confidentiality, professionalism, and sound judgment in all interactions and processes.
- Perform other duties as assigned.
- Up to 10% travel as needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of recruiting operations, sourcing practices, applicant tracking systems, customer relationship management tools, and recruiting process workflows.
- Skill in scheduling and coordination, candidate communication, process documentation, reporting, data accuracy, and use of Microsoft Office products and recruiting technologies.
- Ability to manage multiple priorities, maintain confidentiality, exercise sound judgment, collaborate effectively across teams, and identify opportunities for process improvement.

REQUIRED QUALIFICATIONS

- Bachelor's degree required.
- 3–5 years of experience in recruiting operations, coordination, or talent operations.
- Equivalent combinations of education and experience may be considered.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- Experience supporting sourcing for clinical, technical, or specialized roles.
- Experience working with recruiting metrics, dashboards, and reporting.
- Experience supporting process improvement or recruiting technology enhancement initiatives.

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☒ Never ☐ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☐ Never ☒ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☐ Never ☒ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☐ Never ☒ Occasionally ☐ Constantly

High temperatures.

☒ Never ☐ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☐ Never ☒ Occasionally ☐ Constantly

Noisy environments.

☒ Never ☐ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☒ Never ☐ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☐ Never ☒ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☒ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date