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# Example of Coordinator, Talent Acquisition Job Description

Our growing company is looking for a coordinator, talent acquisition. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator, talent acquisition

* Providing logistical support for recruiting events, and attending at times
* Providing support to Talent Acquisition related projects and business initiatives, including possible research, data collection, reporting, and consolidation of information to help guide executive decision making
* Preparing various recruiting reports utilizing information from applicant tracking system
* Maintaining and distributing information related to recruiting activity, policies and benefit changes, communications broadly to employees and the Office Administrators as required
* Effectively managing end to end candidate experience including scheduling, arranging travel
* Administer the job posting program in accordance with established guidelines, ensuring that job opportunity bulletins are kept current
* Set-up job board integration with ATS
* Work with the Corporate Recruitment Manager to develop unique, creative, and on-strategy campaign concepts that align with corporate branding and resonate with audiences
* Schedule interviews, screen resumes, conduct reference checks and print files as needed
* Update the applicant tracking system (Taleo) and run required reports, as requested

## Qualifications for coordinator, talent acquisition

* High proficiency in Microsoft Office software suite
* Personable, able to comfortably deal with all job levels
* Understands the value of an effective Human Resources function and the role that Talent Acquisition and Talent Management play in achieving organizational objectives
* A self-starter who excels in an environment that is fast paced and ever-changing
* Experience in Human Resources, and Talent Acquisition specifically, is a plus
* Experience in an HR area a plus