Downloaded from <https://www.velvetjobs.com/job-descriptions/early-talent>

# Example of Early Talent Job Description

Our growing company is looking to fill the role of early talent. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for early talent

* Understand the Scope of Work, budget and quote assumptions, estimate the work completed, and manage scope for single studies
* Constantly evaluate overall service delivery portfolio to ensure a robust sourcing strategy
* Ensure staffing policies and procedures are followed and completed
* Logistics Point of Contact for Campus ambassadors and vendor
* Serve as a first point of contact to all prospective graduate and internship candidates throughout the recruitment process and provide relevant information
* Screen candidate credentials in line with the entry profile of our Graduate and Internship Programs
* Consolidate key candidate insights after each stage in the recruitment process to filter out unsuitable candidates and to provide insights into the subsequent stages of recruitment
* Drive interview scheduling (both candidate and assessors) and manage calendars
* Support on and offsite interview logistics
* Provide support for online activities linked to our Graduate and Internship Programs as required by the Employer Reputation team to drive support specific University/student attraction campaigns

## Qualifications for early talent

* Multi-tenancy, Fault Tolerance
* Cloud Security, Authorization, Data Compression, Performance Analysis
* C++ expertise with at least 2 years of hands-on experience
* Demonstrated track record and supervisory experience driving cross-organizational campus programs and building early talent pipeline in highly competitive, and fast paced environment while fostering a highly collaborative team environment
* Experience in leading a team in Talent Management, Learning and Development, Organization Effectiveness, Talent Acquisition, Recruiting, and/or Staffing
* Graduation date must be within the 12 months prior the starting date (we do not accept applications with graduation date prior February 2016)