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# Example of Recruiter, Talent Acquisition Job Description

Our company is searching for experienced candidates for the position of recruiter, 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 recruiter, talent acquisition

* In partnership with the TA Manager and HR Director for Retail
* Maintain responsibility for entry, maintenance, and the integrity of data in the Applicant Tracking System
* Relationship Holder Establish relationships with client groups and develop a deep understanding of their objectives, challenges, and team style
* Work open internal job requisitions
* Communicate with vendors and agencies for temporary staffing needs
* Communicate with line managers about skills qualifications and needs
* Design and implement internal recruiting processes
* Create and maintain internal recruiting controls with input from line managers
* Effectively create and manage a great experience for every candidate
* Develop and optimize pipelines

## Qualifications for recruiter, talent acquisition

* Demonstrated experience and success in managing client relationships either on a primary or secondary basis
* Bachelor's degree or four years related work experience or six years related work experience post high school
* One year related Human Resources experience
* 3+ years Sales experience and/or heavy sales recruitment
* Primary interface with hiring managers and Human Resource Business Partner
* Design tactical recruiting plan for targeted job (s)