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# Example of Senior Talent Acquisition Consultant Job Description

Our growing company is hiring for a senior talent acquisition consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior talent acquisition consultant

* Exercise a great degree of independent judgment and discretion in the expenditure of resources for finding and creating candidate slates
* Manages corporate intern and co-op program
* Provide front-line support for applicant tracking system to hiring managers, candidates and HR staff
* Liaison for temporary labor and relocation vendors
* Consult and partner with hiring managers/business leaders and human resources to implement the talent acquisition process and understand the talent acquisition strategy for hiring needs at the professional and senior level within the line of business(s) (LOBs) or business group(s) aligned to the respective zone
* Participate in regional and national business leader and human resource meetings as required by phone and in person
* Build talent communities and pipelines for critical/key positions by leveraging existing technologies/resources
* Provide innovative sourcing solutions- leverage creative tactics and a variety of sources (including Linkedin and other social media, talent referrals, direct applicants, recruitment agencies, ) to deliver top talent to fill open positions the assigned geographies
* Meet with functional business leaders and executive management, as required, to discuss and establish talent acquisition objectives and ensure they are achieved
* Manage cost effective methods to provide recruiting tools, including contracts with recruiting agencies, job boards, background companies and other outside contracts

## Qualifications for senior talent acquisition consultant

* Must be able to work collaboratively and effectively in a team environment
* Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks and safety appropriately, and provide exceptional service to internal and external customers
* Must demonstrate effective resource planning, results delivery, and staying current with relevant technology and innovation
* Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, the ability to effectively manage stress and engage in continuous learning
* Advanced sourcing capabilities including, Boolean search methods & techniques, utilizing social networking, research tools, resume banks, more creative techniques to identify potential talent
* Self-motivated, confident, and able to work effectively with little supervision