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# Example of Senior Talent Acquisition Consultant Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior talent acquisition consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior talent acquisition consultant

* Support the design of interview requirements, standards, and expectations for the division, collaborating with the Client Service Manager and Hiring Manager to develop enterprise-wide candidate selection approaches and tools
* Provide an ‘A class’ candidate experience to all candidates you have touch points with
* Take a full and comprehensive job order according to the internal checklist/procedures to ensure a full and complete understanding of a client’s staffing need, its context and the difficulty/feasibility of the assignment
* Establish a project plan and set timelines for the dedicated assignment, in line with client requirements and in consultation with the direct / functional manager, in such a way that project steps and accountabilities are clear and expectations regarding the project can be communicated and fine-tuned with the client
* Identify, search and select candidates, by searching the databases, gathering names from own network or by headhunting candidates and assess candidates by interviewing, in line with characteristics as defined in the Job order, in order to be able to make the best match between the candidate, the job, the staffing need and the client organization
* Introduce the candidates to the client organization, arrange interviews, keep candidates and clients up-to-date about the process and outcomes, counsel and coach the client organization and the candidates during this process, in order to be optimally informed about the process and to be able to ensure a positive outcome
* Coordinate the process of offering and negotiating between the selected candidate and client organization, coach the candidate through the resignation process, in line with legal requirements, aimed at securing the placement
* Coordinate the formulation of the (standard) CP contracts by Human Resources, coordinate the signing of the contracts by client, (candidate) and (European) Business Director, in line with internal guidelines and legal requirements, to ensure that contracts are established within the best possible terms and signed by the relevant parties
* Give guidance to the candidate and client organization before and during the (contract) placement, evaluate the services provided by DOCS and keep in contact with candidate and client, in order to contribute to the satisfaction of and successful cooperation between client and candidate
* Document all relevant market, client, candidate and contract data in the database, in accordance with internal guidelines and legal requirements, in such way that relevant information is correct and available at all times

## Qualifications for senior talent acquisition consultant

* Demonstrate tact and diplomacy and a high level of confidentiality
* Bachelors degree plus minimum 5 years relevant full-time corporate experience, or Masters degree plus minimum 3 years relevant full-time corporate experience required
* Mentor and coach junior recruiters about the talent acquisition process, procedures, tools and candidate sourcing
* Bachelor’s degree required (relevant experience may be substituted for degree as appropriate)
* Advanced sourcing capabilities
* Expertise with Talent Acquisition systems (ATS and CRM)