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# Example of Senior Talent Acquisition Partner Job Description

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

## Responsibilities for senior talent acquisition partner

* Refers qualified candidates to hiring managers in a timely manner (minimum of weekly)
* Identifies hard to fill/source positions
* Ensures OIG Sanctions, references and CORI, primary source verifications of licensure as appropriate are checked and completed on all final candidates/new hires as appropriate
* Indentifies fiscally appropriate sourcing vehicles to ensure best ROI when placing print, on line or other advertising media
* Responds to inquiries from managers or applicants within 24 -48 hours
* Provides timely/accurate onboarding information to candidates who accept offers
* Assists other team members during heavy recruitment times and/or absences
* Identifies opportunities for process improvement initiatives
* Works cooperatively with all members of the Recruitment team to develop and implement staffing plans and activities
* Volunteers for Recruitment and other HR related events, as needed

## Qualifications for senior talent acquisition partner

* A bachelors degree in human resources, business, retail merchandising, marketing or a related field strongly preferred
* Experience with promoting employment branding on social media channels strongly preferred
* Must be familiar with using recruiting systems, iCims, Ultimate Software, ADP
* Preferred experience working with product and engineering organizations in the enterprise and/or consumer industry
* Customer focus, drive for results, situational adaptability, and valuing differences are essential
* Minimum 6 years of full cycle recruitment experience in a high-volume environment supporting mid to senior level positions