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# Example of Specialist, Talent Acquisition Job Description

Our innovative and growing company is looking to fill the role of specialist, talent acquisition. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for specialist, talent acquisition

* Use a variety of sourcing and attraction channels to identify, attract and engage with the best possible candidates and drive direct sourcing
* Use effective screening and selection techniques
* On-going candidate management
* Motivate and provide logical support to campus recruiting teams
* Qualify resumes, evaluate and process all candidates through our ATS tool (Jobvite), document all candidate evaluation information
* Assists with the employee referral process by fielding employee referral submissions, conducting referral phone interviews, and submitting qualified referrals to the hiring managers and/or recruiting team
* Prepare and implement strategies using multiple techniques including online and internal databases, employee referrals, college recruitment
* Own the Staffing / Talent Acquisition process
* Manage Compensation function including job banding, job evaluation
* Provides full-cycle recruiting and onboarding support including conducting initial phone screens, scheduling interviews with the business line, soliciting feedback from both the hiring manager the candidate and preparing and extending offers

## Qualifications for specialist, talent acquisition

* Ability to prioritize, multitask and perform under tight deadlines
* Proficiency in MS Office and ATS systems (Taleo preferred)
* Fluent in Italian and English, French appreciated
* Minimum 4+ years of progressive experience in a TA position is required
* Boolean proficiency
* Able to work in a competitive, fast paced environment