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# Example of Specialist, Talent Acquisition Job Description

Our company is looking to fill the role of specialist, 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 specialist, talent acquisition

* Work collaboratively within team to develop marketing campaigns, employee referral methodologies, social media and web outreach
* Attract, develop and maintain a “ready now” candidate pool through such means as continuous review of resumes, cold calling recommended external candidates, and career fairs
* Screen candidates to ascertain fit to available position using behavioural and competency based interview methodologies
* Identify and partner with appropriate resource(s) to implement pre-hire assessment testing
* Position Requirements Development
* Candidate Interviews and Assessment
* Selection Program Design
* Selection Decision Making
* Talent Acquisition Program Strategy
* Talent Acquisition Message Design

## Qualifications for specialist, talent acquisition

* Experience in a high recruiting volume and open concept office
* Knowledge of local legislation regarding recruitment and employment requirements
* Minimum of 5-7 years experience recruiting in high volume, fast paced environment
* Anticipates opportunities and concerns
* Strong follow-through on commitments
* 3+ years’ experience in Human Resources (in a manufacturing environment preferred)