Downloaded from <https://www.velvetjobs.com/job-descriptions/specialist-talent-acquisition>

# Example of Specialist, Talent Acquisition Job Description

Our company is looking for a 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

* Assist Manager with special projects
* Source, screen, assess and present candidates
* Maintain and develop internal data base to track and tag internal and external candidates
* Establish a strong sourcing process to ensure a great candidate experience
* Benchmark sourcing activities with other companies
* Collaborate with HR Business Partner/Recruiter and line managers
* Define search strategy and target lists
* Ensure efficient sourcing processes
* Candidate communication
* Issue contracts for final candidates

## Qualifications for specialist, talent acquisition

* 1-5 years of work experience in a professional and fast paced environment
* 1-2 years of recruiting or sales experience is a plus
* Positive attitude, professional demeanor, and competitive spirit
* Ability to plan, prioritize, and organize work effectively, work on several open requisitions simultaneously
* Experience with various sourcing strategies in a recruitment environment, including
* Three or more years of progressively responsible work experience, preferably in sales, recruiting or related field