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# Example of TA Associate Job Description

Our company is growing rapidly and is hiring for a TA associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for TA associate

* Facilitate country adoption of e-offer and other optional functionality
* Develop and update Global Job Aids, HR that Recruits Portal Page updates
* Manage set up and initiate security for agency vendors
* Actively monitor Workday Community for emerging issues and leverage community for solutions
* Manage external applicant inquires, issues and concerns and provide resolution and troubleshooting
* Systematically collect insights and desires from HR that recruits to inform optimization, design and training needs
* Actively manage requests submitted to the global recruiting external mailbox engaging appropriate stakeholders as needed
* Support of talent acquisition data compliance inquiries, audits and as requested by HR PMO for M&A and re-organizational activities
* Assist with developing and delivering end-user and HRSC training
* Assist with processing recruiting vendor invoices and calculation of pass through expenses

## Qualifications for TA associate

* Strong consultation skills, including the ability to influence business partners in creative decisions
* Strong relationship (clients, team and stakeholder) management skills
* Adobe Creative Cloud (Photoshop, InDesign, Illustrator) experience preferred, but not required
* Experience in leading, motivating, developing, and managing recruiting and/or sourcing teams required
* Experience building, maintaining, and leveraging strong partnerships and relationships with both internal and external customers required
* Ability to successfully present to and influence various stakeholders at varying levels preferred