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# Example of Talent Acquisition Assistant Job Description

Our growing company is looking to fill the role of talent acquisition assistant. 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 talent acquisition assistant

* 20+ interviews per week
* Manages calendars for both senior leaders
* Coordinates with cross-functional groups as necessary
* Maintain recruiting reports and processes status report, candidate applicant process, associate referral report and recruitment metrics
* To oversee the calculation of minimum wages and incentive payments, maintenance of time attendance record, preparation of headcount data and various reports for management review
* Provide input on drivers to store performance and business metrics to the compensation design
* To conduct retail turnover rate and take home pay analysis
* To partner with finance and HR to prepare AFP for retail staff
* To partner with HR on retail pay/benefit review
* Support - Provide administrative support to director team members

## Qualifications for talent acquisition assistant

* Must have excellent computer skills, including proficiency in MS Office (Word, Excel and PowerPoint)
* Must be a high energy, detail- oriented individual who is extremely organized and above all else, a collaborative team player
* Must be resourceful, and be able to prioritize and juggle various tasks
* Telephone experience (including transferring calls, voicemails)
* Familiarity with our properties and lines of business
* Experience managing business relationships using phone and email