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# Example of Talent Acquisition Associate Job Description

Our company is growing rapidly and is looking to fill the role of talent acquisition associate. 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 talent acquisition associate

* Enhance and drive visibility of the executive sourcing team’s service offering
* Conduct competency based interviews and assessments
* Build strong relationships with key stakeholders across retail areas to define and project manage recruitment strategies tailored for each brand
* Project manage new store openings
* Manage the careers sites for Alexander McQueen, Christopher Kane, Stella McCartney and other Kering Luxury Brands where necessary, and post positions to appropriate internet sources
* Build strong relationships with schools and universities
* Potential travel for business need
* Develop and implement specific sourcing strategies and tactical plans in partnership with the team to obtain the best talent for corporate positions
* Attend strategy and planning meetings with the Hiring Manager and recommend strategies to find the appropriate talent for the searches
* Cultivate appropriate strategy proactively to generate talent pipelines for open roles by contacting candidates to determining interest

## Qualifications for talent acquisition associate

* Minimum 1-2 years Human Resources or Talent Acquisition related support experience
* Resourcing or researching experience is a plus
* Must possess a high degree of initiative, attention to detail, professionalism and self-motivation in accomplishing tasks
* Ideally a minimum of three+ years in research/sourcing role
* 10 years experience operating in a full-cycle talent acquisition role interfacing with senior leaders impactfully and delivering to a complex matrix organization, evolving when necessary
* Must have experience in media or entertainment marketing in a fast moving environment to be considered for this role