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# Example of Talent Acquisition Associate Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of talent acquisition associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent acquisition associate

* Lead the strategic planning of Talent Acquisition functions for the FDA launch of new product and Commercial expansion
* Partner with Commercial Leadership including the Vice President, Sales and Sr Regional Directors to execute hiring plan for a large Sales force expansion
* Hire and manage day to day operations for assigned Talent Acquisition Recruiter(s) and/or 3rd party RPO vendors related to Sales force expansion
* Serve as a partner and consultant to line managers, providing guidance, counsel and support on Staffing and Employment related policies, procedures, and processes
* Lead and provide full lifecycle recruiting, internally and externally, to include sourcing, screening, interviewing, offer preparation and delivery, and providing accurate documentation from sourcing through on-boarding
* Interface with all levels of management, the Talent Acquisition team to strategize recruiting efforts
* Develop and maintain strong relationships with hiring managers and candidates
* Partner with the Commercial HRBP on the development of recruiting strategies and HR priorities for Commercial
* Manage all requisition activities, including coaching hiring managers in the development of robust job descriptions
* Hire, manage, and develop Talent Acquisition Recruiters, to include 1x1 meetings, metrics development, performance management conversations, training plans and the development of goals and objectives

## Qualifications for talent acquisition associate

* Drive Results -that align with the Teavana business needs
* Strong interpersonal skills, intellectual problem solver and an outstanding ability to build relationships both internally and externally
* Quickly understands the needs of the candidate and hiring manager
* Kenexa BrassRing Applicant Tracking System and Workday ERP system experience
* Great ideas and keen to share them with the team
* Can do attitude, and not shy to ask a question to move forward