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# Example of Talent Acquisition Associate Job Description

Our growing company is hiring for a talent acquisition associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent acquisition associate

* Leverage sourcing team to perform extensive proactive Internet based research, data mining and market mapping
* Own outreach/engagement of executive candidates including cold calling and meeting to help build executive candidate pipelines
* Develop and maintain a strong external network at the executive level
* Actively support Global Mobility and diversity targets
* Work with the team to assist and provide guidance through the candidate evaluation and decision making process
* Develop and maintain applicant flow using internet sourcing, social media
* Execute the end to end recruitment cycle for various corporate functions and levels across the UK and US
* Guide hiring managers to ensure comprehensive job and person specifications are produced
* Ensure all required approvals are in place and/or obtained and hiring is managed accordingly
* Advise and agree on channels to market

## Qualifications for talent acquisition associate

* Investment management and/or investment banking industry experience will be preferred– as is an understanding of the competitor landscape on both the buy and sell side of the industry
* Experience sourcing and attracting digital/tech talent preferred
* Provide reporting and regular status updates to the SVP, Director, Talent Acquisition, the Talent Development partners, and the hiring managers
* 3+ years overall recruitment experience within an Advertising Agency, or working for a staffing firm specializing in advertising clients
* Experience recruiting for pharamaceutical advertising a plus
* 1 - 3 years of campus recruiting experience specifically from a professional services organization - public accounting/consulting