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# Example of Talent Acquisition Business Partner Job Description

Our innovative and growing company is hiring for a talent acquisition business partner. 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 business partner

* Provide management and leadership to the field recruiting teams
* Serves as the primary point of contact for New Employee Orientation (NEO), coordinating with managers, employees, benefits, and clinical education to ensure a seamless onboarding experience for new hires
* Assists recruiters with candidate management, posting position, sourcing candidates, interview scheduling, and other general support as needed
* Researches and provides recommendations as needed to HR leadership for policy changes and updates
* Assists with Recruitment events and coordinates with vendors and other external stakeholders
* Aligns corporate initiatives to the segment strategy, ensuring that requirements at a segment level are understood and can be met
* Drives segment level initiatives to ensure that LPB can compete for talent across the external pharma market
* Proactively supports, and voices LPB perspective, in the development of strategies, processes, and metrics to develop a unified Talent Acquisition function
* Understands the complex and diverse recruiting needs – current and forecast - across the segment (BUs and functions), ensuring these are translated consistently to RPO partner and that they are empowered and enabled to plan for success
* Drive success of RPO delivery across LPB sites, ensuring customers are satisfied, and that service is being provided according to SLAs and KPIs

## Qualifications for talent acquisition business partner

* 8+ years of progressive recruiting experience including recruiting senior-level candidates ( , Director Level and above) into a highly sophisticated matrix corporate setting
* Position will be located in El Segundo, CA
* Role is to recruit for dealership positions with an emphasis on technicians, other positions include sales, management, collision, eCommerce and dealership support roles
* Delivering Full LifeCycle Recruiting with strong ability to source, screen, interview candidates, prepare candidate for interviews, and close candidates and hiring managers
* Bachelor's Degree from an accredited university OR 5+ years of full-life cycle recruiting experience
* Attend and host career fairs and seminars, must be flexible to host career fairs on Saturday's