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# Example of Talent Acquisition Business Partner Job Description

Our growing company is looking for a talent acquisition business partner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent acquisition business partner

* Coordinates Background Checks, Drug Screening, and DOT requirements
* Continually researching and analyzing best recruitment practices and effectively communicate across internal teams
* Provide continuous process improvement
* Partner with HRBPs, Resource Managers/Program Managers to ensure maximum utilization of resources
* Create an analyst internship program within IMD to facilitate the recruitment of high potential candidates to succeed in investment analyst roles and help prepare for future portfolio manager bench strength
* Develop and foster relationships with key faculty, professors, administration and student organizations to build awareness of Waddell & Reed, and associated career opportunities
* Design and execute university specific recruiting events including career fairs, information sessions, training and development workshops, networking events
* Organize Office Events—including interview days, orientation, and other social functions pertaining to campus recruitment
* Develop and oversee innovative individualized sourcing methods and strategies (e.g., networking, cold-calling, conducting complex internet research, attending conferences and trades shows), with a focus on developing a pipeline of high quality candidates.Partner with IMD to accurately understand hiring needs, and develop and implement hiring plans
* Provide coaching to IMD leadership on staffing related issues through an in-depth understanding of company business strategy and values

## Qualifications for talent acquisition business partner

* ATS experience (Taleo preferred), Workday and HireVue a plus
* Experience in effectively working in a global, cross-cultural team in different locations around the globe a plus
* Displays a confident and mature disposition
* Conduct active and passive sourcing via social recruiting, networking, job postings
* Works with senior members of the Talent Acquisition team to draft search engine optimized and performance based job postings
* Implements innovative sourcing strategies using boolean, social media and alternative on/offline techniques to attract the highest quality of candidate