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# Example of Talent Acquisition Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of talent acquisition coordinator. 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 coordinator

* Providing project support for the for the team
* New hire/ orientation tracking, associated new hire lists and orientation communications / updates
* Ensuring appropriate follow-up and completion for criminal check processing and the completion of professional reference checks for all final candidates
* Managing travel, hotel and car arrangements
* Coordinating calendar invites / scheduling in a high volume environment
* Data entry and maintenance of the applicant tracking system (ATS) to ensure accurate candidate tracking
* Provide general administrative support for the recruiting team including preparation of interview packets, correspondence, reference checks and scheduling meetings
* Organize and maintain vendor contracts, invoices, and inquiries
* Enter and track all candidates in compliance with recruiting operations process
* Manage and schedule a high candidate volume in a timely manner

## Qualifications for talent acquisition coordinator

* 1-2 years Human Resources experience strongly preferred in a talent acquisition/recruiting support role
* Years experience supporting a recruiting team preferred
* Available to work a flexible schedule that will include nights and weekends
* Bachelor’s degree in Human Resources or related field, OR, two years experience supporting the recruiting function of a team
* Posts jobs and creates reports from our applicant tracking system, ICIMS
* Compile data and provide reporting to Sr