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# Example of Talent Acquisition Coordinator Job Description

Our innovative and growing company is hiring for a 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

* Opening new requisitions in our Applicant Tracking System (ATS)
* Process improvements that can enhance efficiencies and improve the selection experience
* Other HR-related projects
* Conducting phone interviews and personal interviews
* Leveraging networks to source talent
* Conducting recruitment strategy meetings / calls with Hiring Managers
* Working with a high volume of requisitions
* Updating or organizing potentially confidential information related to offer letters, rotations, resumes
* Candidate research
* Preparing presentation decks

## Qualifications for talent acquisition coordinator

* Assists Talent Acquisition administrator in overseeing I-9 compliance for HQ, NY, Bentonville and Minneapolis
* Assists Talent Acquisition Administrator in the Employee Referral Program
* Responsible for appropriate handling of confidential and time sensitive material
* Thinks ahead and troubleshoots
* BA/BS degree with at least 1 year of experience in a human resources or other administrative function
* Bachelor’s degree with a minimum of five years’ full cycle talent acquisition experience