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# Example of Talent Acquisition Operations Job Description

Our company is growing rapidly and is looking for a talent acquisition operations. 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 operations

* 3-7 years of operations experience with multiple assignemnts within HR and/or Finance and Marketing
* Grasp and understanding of HR principles, change management and communications
* Create recruitment plans based on business hiring needs, internal capability and external business intelligence for domestic (US) and international markets
* Employee Referral engagement reporting
* Serve as a liaison for the department to help drive business process improvement
* Continually seek opportunities to help us work smarter via new/refined tools and processes, and be able to identify the places where measurement matters most
* Collaborate with the team on special projects, as needed
* Fulfill winter & summer staffing needs, from entry level to experienced managers
* Personally recruit for selected senior and/or specialized field/seasonal positions
* Partners with Managers to obtain and confirm search requests that clearly indicate key responsibilities, requirements, environmental conditions, compensation, target audience (internal and/or external), timeframes, etc

## Qualifications for talent acquisition operations

* Passion for delivering high standards of deliverables, including communications and reports, with focus on attention to detail and accuracy
* Experience implementing new processes and technology solutions
* Sharp project management skills
* Demonstrate strong curiosity and ability to solve difficult problems with minimal supervision
* Proven track record as a recruiter, preferred
* Experience working with data manipulation and analytics