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# Example of Talent Acquisition Operations Job Description

Our company is looking for a talent acquisition operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for talent acquisition operations

* Partner with Corporate Communications and Talent Acquisition peers to develop and execute NGC’s branding strategy for attracting top talent through social and digital media properties, recruitment platforms and other marketing channels
* Partners with HR Technology (HRT), Centers of Expertise (COE), and other internal business partners to determine capabilities and solutions for projects/initiatives
* Maintains understanding of HR processes in accordance with all applicable internal and external policies, plan documents, procedures and regulations
* Performs comprehensive targeted research strategy for qualified candidates via internal DHL databases, job boards, schools, professional associations, business contacts with other companies, and discussions with other research personnel
* Presents job opportunities to qualified candidates
* Provide functional guidance, advice and/or training to less-experienced recruiting staff
* Develop and implement organizational recruiting strategies to attract and find the best qualified candidates
* Actively builds networks outside the organization to facilitate candidate pipeline development
* Prepare, extend and negotiate competitive job offers
* Utilize recruiting processes to leverage resume tracking software

## Qualifications for talent acquisition operations

* Experience with social and digital recruitment tools and methods
* Ability to bridge gap between tactical execution and strategy
* Strong interpersonal skills to facilitate working and problem solving with others strong written and verbal communication skills
* Bachelor degree or equivalent applicable experience
* You have a genuine interest in HR and/or Talent Acquisition programs and processes
* You possess an enthusiastic willingness to help team members