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# Example of Talent Acquisition Partner Job Description

Our growing company is hiring for a talent acquisition partner. 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 partner

* Collaborate with business leaders to create and maintain job description repository for current and future positions
* Maintain business relationships with hiring managers through continuous written and oral communication to inform managers about candidates in the pipeline and identify hiring needs that are forecasted
* Participate in People and Culture and organizational wide process improvement projects as needed
* Bachelors degree in business or related field or experience in lieu of degree
* Identifying qualified candidates through creative channels User Groups, Network, Conference
* Maintains and manages a talent pipeline for current and future talent needs
* Influence and drive the implementation of talent acquisition plans and strategies, assuring a qualified, diverse pool of candidates to fill open positions talent gaps identified through the succession planning process
* Develop specialized or competitive intelligence and research in regards to talent development or retention
* Sources passive candidates through networking (LinkedIn), cold calling, and Internet research
* Understand external talent availability and talent challenges that exist in the markets that supply customer organizations

## Qualifications for talent acquisition partner

* Ability to participate as a team member and/or promote and develop teamwork
* Achieves staffing objectives by attracting, evaluating and recruiting candidates while partnering with the hiring managers and the divisional HR
* Strong process oriented mindset
* Willingness to develop in the areas of recruitment, HR processes, lean administration, project management
* Ability to work effectively in a large multi-national company
* Experience in working with SAP a strong plus