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# Example of Talent Acquisition Partner Job Description

Our company is looking for a talent acquisition partner. 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 partner

* Collaborate with Dir Talent Acquisition, Operations Leaders, and HR Business Partners and other stakeholders to support expanding early in career and diversity talent pipelines in attracting and retaining salaried STEM career families
* Act as a point person and subject matter expert on all recruiting and advertising solutions and provide guidance on available recruiting documents and tools
* Create open requisition reports on a regular basis and distribute to senior leadership
* You’re a Data driven storyteller
* Roll up your sleeves attitude in projects including employer branding, referrals, events, reporting and other critical TA programs
* Full life cycle recruitment of revenue cycle professionals including representatives in the areas of patient access, eligibility, billing, collecting, medical coding
* Move the needle within recruitment by continually exploring, recommending and deploying new recruiting methodologies, tools and resources
* Provide training to hiring managers in appropriate process guidelines
* Responsible for updating and maintain accurate information within the ATS
* Generate weekly recruiting summaries for hiring teams including market trends insights and recommendations in order to attract talent

## Qualifications for talent acquisition partner

* Bachelor’s Degree required or equivalent years of direct experience required
* Prior experience with automated resume tracking systems is preferred
* Accountability & Ownership – Ensures ownership for end results despite potential barriers to success and accepts personal ownership for end outcomes
* Courage to Challenge – Is willing to speak out against the status quo and pursue a position one feels strongly about
* Must be a self-starter, strong team player
* Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's degree in human resources or related field preferred