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# Example of Talent Acquisition Recruiter Job Description

Our growing company is looking for a talent acquisition recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent acquisition recruiter

* Works closely with the operations team to gauge the effectiveness of each class by monitoring a candidate’s progress through training and their first 30, 60, 90 days on the job
* Other duties as required #LI-NK
* Ensure minimum qualification standards are pre-determined prior to posting in Taleo
* The above will include discussing immediate and long-range needs with the hiring managers in order to clearly understand the culture of the department deciding which recruiting sources are the most efficient and beneficial for the position and to determine appropriate job offer parameters (salary, relocation allowances, signing bonuses, ) and finalize standard offer letters
* Develops expertise in understanding each assignment, including skills required of the role, relevant technologies, necessary degrees, key words and search parameters
* Aggressively pursues all leads primarily through passive channels utilizing all resources available, including Internet research methods, job boards and resume databases, advanced search engine syntax, social networks, leads databases, phone research and cold calling
* Proficiency with Taleo (ATS) and LinkedIn Recruiter/Talent Pipeline technologies to track all leads, contacts, and candidates
* Effectively markets Client throughout appropriate talent communities based on a unified brand as established by Client
* Strong team contributor and collaborator in all forms (new ideas, team calls, mentoring, training, partnerships with Recruiters, HR, managers, and leadership)
* Provides specific research focus for sales talent

## Qualifications for talent acquisition recruiter

* Self-evident customer service and relationship management skills
* Steady history of 3-5 years of experience as a Recruiter, Talent Acquisition Specialist, Recruitment Consultant or a related title in a corporate and/or agency environment
* You must have experience in the Seattle and/or San Francisco markets
* Knowledge of the technical space (Cloud, Security, Technology or Infrastructure) is a plus
* 3+ years’ experience in search and high capability of delivering
* Thorough understanding of Human Resources principles, laws and regulations affecting the hiring process and applicant tracking consumer credit reporting