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# Example of Talent Acquisition Recruiter Job Description

Our innovative and growing company is hiring for a talent acquisition recruiter. 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 recruiter

* Evaluate, develop and use a variety of recruiting methods including job boards, social media, networking, local colleges, career fairs, recruiting events and industry and role specific resources to maximize candidate sourcing
* Partners with hiring managers and HR business partners to develop effective job descriptions, sourcing strategies and selection criteria to ensure presentation of high-quality candidates ranging from Interns, new graduates, experiences professionals up to and including Director level roles
* Explore ALL sourcing channels available to build quality talent pipelines
* Applicant tracking system (ATS) administrative duties such as creating position requisitions, generating reports and analytics, updating templates, etc
* Provide candidates with detailed interview information and communicate with candidates both remotely and in-person throughout the interview process
* Communicate candidate interview information and coordinate candidate interview details with outside recruitment agencies
* Perform general administrator functions within an Applicant Tracking System
* Follow HR Department standards for processing employment applications and applicant background checks
* Process candidate requests for expense reimbursement
* Partner with IT and Facilities to ensure smooth on-boarding for candidates

## Qualifications for talent acquisition recruiter

* Previous experience with ATS and CRM
* Ability to connect with students individually and articulate our business in a meaningful way
* Ability to build strong business partnerships internally and externally
* Knowledge of the academic cycle and campus recruiting procedures and practices
* Intermediate skill level with Microsoft Excel
* Understanding and skill in use of broad range of recruitment tools and services including Web-based services