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# Example of Talent Acquisition Sourcer Job Description

Our company is searching for experienced candidates for the position of talent acquisition sourcer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent acquisition sourcer

* Data mining our current Applicant Tracking System (Peoplefluent), highlighting relevant resumes/profiles for current openings and future pipelines
* Identifying and utilising other social media channels, job boards, internet groups to identify and surface relevant talent and build market intelligence
* Collaborate with Talent Acquisition Advisors on both our Experienced Hire and Campus recruiting teams to ensure we are tracking future high-potential talent
* Build comprehensive Boolean search lists and apply candidate filters (tags) to help refine future search results for our different business segments
* Craft effective e-mails (in-mails) to generate candidate interest in current openings
* Identify more efficient and organized approaches to capturing, leveraging and sharing systems information across broader Talent Acquisition team
* Assist with the research, selection (and possible implementation) of a CRM Recruitment system
* Prequalify potential candidates to determine the candidate's level of interest and other necessary information (ie Salary) and company fit
* Make decisions on which candidates fill the hiring criteria and place them into the recruitment pipeline
* Follow through contacts made via networks

## Qualifications for talent acquisition sourcer

* Can-do' attitude with a desire to learn and grow
* With a main focus on Engineering and Sales recruiting we’re looking for a team players who are willing to source for Product Management, Finance, Marketing and HR roles when necessary
* At least 2 years of HR working experience, recruitment function is nice to have
* Required 2+ years of experience in Specialized recruitment and/or staffing experience, preferably in healthcare
* Preferred Other Previous sales experience
* Preferred Other Knowledgeable in various employment laws including EEO