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# Example of Talent Acquisition Specialist Job Description

Our growing company is looking for a talent acquisition specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent acquisition specialist

* Build relationships and consult with hiring, managers and HR Business Partners to understand current and future hiring needs, business dynamics
* Source actively for qualified candidates for current and anticipated job openings
* Prepare and place job advertising with various media
* Build and develop effective referral sources with FRs/staff, develop productive centers of influence (COIs), and develop qualified lead strategies from a variety of sources (i.e., referrals, COIs, advertising, career fairs, social media)
* Bachelor’s Degree in Business Administration, Human Resources or similar areas
* 5 - 7 years of talent acquisition/recruitment experience in a large corporate organization and/or agency experience with 2+ years of recruiting in a engineering domain
* Ability to work in a fast paced environment recruiting for professional level and specialists
* Ability to establish priorities, manage deadlines, exercise a high degree of professionalism in interactions with all levels of internal clients
* Detail oriented, with strong project management skills, and able to coordinate many record keeping activities
* Must be able to work in a demanding environment, handling a high requisition load and keeping overall company time to fill low

## Qualifications for talent acquisition specialist

* Ability to assess skills and identify viable candidates in an interview
* Knowledge of effective interviewing techniques to extract pertinent information
* Exercise sound judgment and decision-making abilities
* 4+ years' experience in Human Resources area and at least 2 years' experience on recruitment
* At least 2 years' experience in multinational company
* Technology (hardware, software, process, device, design, ) industry knowledge, preferably in semiconductor, is required