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# Example of Talent Acquisition Specialist Job Description

Our company is hiring for a talent acquisition specialist. 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 specialist

* Conduct initial screenings and interviews with candidates identified by (or agreed upon with) hiring managers with a focus on alignment with our culture, values and ideal candidate profile
* Maintain applicant tracking system, tracking all appropriate requisition and candidate activity
* Promote CIEE’s culture and values and help ensure a positive candidate experience
* Process travel reimbursements for non-local candidates
* Lead debrief meetings with interviewers and provide guidance on selection criteria and decision
* Provide guidance to managers to help ensure constructive feedback is provided to unsuccessful internal candidates
* Assist hiring managers in ensuring accurate and legally compliant job descriptions
* Maintain job description repository in SharePoint
* Run reports from applicant tracking system and leverage data to make informed recommendations on effective recruiting sources, time to fill and other key metrics
* Advise managers on salary offers based on internal and external equity

## Qualifications for talent acquisition specialist

* Ability to work in a fast-paced environment and to fulfill commitments while under deadlines
* Self-starter with good organizational, time management and analytical skills
* Willing to work outside normal business hours if necessary and/or travel for job fairs, conferences, on an occasional basis (less than 10%)
* 3 to 5 years’ experience with full life-cycle recruiting including job brief, developing sourcing/marketing plan, candidate outreach and development, offer and close
* Demonstrated ability to work independently part of a team in a matrixed organization
* Supporting a sales team to fill open administrative positions