Downloaded from <https://www.velvetjobs.com/job-descriptions/talent-acquisition>

# Example of Talent Acquisition Job Description

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

## Responsibilities for talent acquisition

* Posts jobs to niche job boards outside of Taleo or other marketing venues as required by the recruiting team
* May assist Recruiters with progressing candidates through the Taleo workflow
* The TA Director will be responsible for managing executive level roles support the team when necessary with other searches
* Oversight for data integrity, developing and maintaining reporting of all talent related metrics other data as it relates to hiring trends
* Submit recruitment MIS reports
* Managing direct sourcing process across multiple functions and business units in EMEA for Executive and critical hires to reduce reliance on search firms
* Establish effective relationships with leadership and HR to strategize recruitment efforts
* Lead Executive sourcing strategy, improving processes and meeting business objectives through hiring talent
* Analysis of external factors that impact recruitment, adjust recruitment strategy approach as required
* Determine approach to proactive sourcing and faciliate based on forecasted business needs

## Qualifications for talent acquisition

* 5+ Years recruiting experience in a fast paced environment a must
* 3-5 years recruitment experience, preferably from an international company
* Minimum 8 years experience in HR, during that a minimum of 5 years in recruitment function at well known MNCs companies or recruiting firm
* Must process excellent communication skills with strong attention to detail
* Ability to work independently, enthusiastically, creatively and with limited direction while meeting commitments with high quality standards
* Minimum of 5 years full-cycle recruiting experience