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# Example of Talent Acquisition Job Description

Our growing company is looking to fill the role of talent acquisition. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for talent acquisition

* Actively participate in the development of Human Resources’ department goals, objectives, and systems
* Act as point-of-contact with candidates regarding process questions, logistics, on-boarding
* Working with members of the senior leadership team, management, clients and candidates in order to identify and attract talent
* With support of the Talent Acquisition team, develops effective recruiting strategies for multiple departments and business lines
* Supports relationships with College/University recruiting Teams and also supports Professional Job Fairs
* Supports Talent Acquisition and the HR Team on various projects
* Leads the global staffing strategy creation and implementation in cooperation with the Vice President Human Resources
* Implement processes to support a world class staffing function
* Works with Business Unit President & GM’s and HR business partners to create the company Employment Brand and to develop a talent acquisition strategy to hire the best suited talent in the shortest possible time at the appropriate fee structures and costs
* Creates and maintains the Talent Inventory of potential candidates and industry contacts

## Qualifications for talent acquisition

* Proactively generate candidate pipeline through a range of sourcing channels for all open requisitions
* 8+ years of recruiting experience, with 6+ years of leading and building a team
* 10+ years of relevant HR/Recruitment experience with an emphasis in supporting a product and/or engineering organization
* 5+ experience leading and managing virtual recruitment teams in a complex environment across multiple functional areas including sourcing, temporary staffing and general recruitment operations
* Proven track record developing and managing leadership relationships with stakeholders across functional and organizational lines
* Superior organizational and process management skills as demonstrated by with ability to manage multiple detailed projects and deadlines