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# Example of Talent Advisor Job Description

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

## Responsibilities for talent advisor

* Support new graduate internship programs
* Lead the full life cycle of recruiting that includes meeting with the hiring manager to identify the hiring need(s) and setting clear expectations for the process, managing the sourcing, screening, and interviewing of candidates
* Primary point of contact for senior business and HR leaders in surfacing senior internal talent for current and upcoming senior leadership opportunities
* Partner closely with Executive Recruiting to provide visibility into the depth of the internal talent pool, surface succession candidates for key positions
* Establish a regular cadence of reviews with stakeholders to track progress
* Primary point of contact for senior Business and HR leaders in surfacing available internal talent for current and upcoming senior leadership opportunities
* Partner closely with Executive Recruiting to provide visibility into the depth of the internal talent pool as well surface succession candidates and leads against open positions
* Through the use of surveys or other intake processes, gather and maintain employees’ interests and hiring mangers’ preferences for potential role matches
* Establish a regular cadence of reviews to track progress
* Proactively consult, recommend and evaluate talent related metrics (operational, ER, Diversity and Inclusion, ) to determine overall effectiveness and/or gaps with talent initiatives or practices

## Qualifications for talent advisor

* History of building strong collaborative relationships and influencing peers and executive-level stakeholders with data, research and compelling narrative content
* Excellent written and verbal skills prioritization and planning skills – with strong attention to detail
* 2- 3 years of Project Management experience with experience in scoping, leading and delivering complex projects
* Support Diversity & Inclusion efforts, strategy & execution
* Extensive experience full lifecycle recruitment across a range of functions as a corporate in-house recruiter or in an RPO model is a pre-requisite
* Bachelor Degree and 10+ years progressive experience in Human Resources with a minimum of 2+ years management experience