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# Example of Talent Advisor Job Description

Our company is searching for experienced candidates for the position of talent advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent advisor

* Performs intake call with Hiring Manager on assigned requisitions- seeks to clarify the position, specific requirements, and the opportunity beyond the job description and serves as a consultative partner who appropriately manages expectations and communicates sourcing plans and recruiting timelines
* Acts as an advisor to client hiring managers on appropriate sourcing strategy
* Proactively gather market intelligence and shares with internal team and hiring managers
* Meets or exceeds assigned daily/weekly account hiring goals and regularly monitors performance scorecard to ensure all SLAs and KPIs are being met
* Manages the candidate pool for each requisition including internal candidates, ad response candidates and direct sourced candidates
* Builds a qualified candidate profile and presents slate of candidates to meet client deliverables and SLA
* Use of influence and persuasion to sell candidate on employment opportunities, extends offers and negotiates to final acceptance of offer
* Interfaces with and develops strong relationships with client partners as a hiring consultant and provides innovative solutions to solve recruiting challenges and influence hiring decisions
* Define and participate in special projects as necessary to enhance our service offering to existing and anticipated clients
* Promotes positive relationships and strong partnerships to protect the candidate experience

## Qualifications for talent advisor

* Solid understanding of HR policy and practices – benefits, work rules, pre-offer requirements
* Quick learner with the ability to handle a variety to tasks
* Previous exposure to and use of complex ATS systems
* Ability to interact with people of different seniority, cultures and business disciplines
* Develops strategic relationship with RSR peers and leaders to maintain quality client delivery and solve client challenges
* Ability to work onsite full time in Rockland,MD