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# Example of Talent Advisor Job Description

Our company is searching for experienced candidates for the position of talent advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent advisor

* Build key stakeholder relationships while education Hiring Managers on labor market trends
* Proactively cold call passive candidates and help build a strong talent pipeline
* Candidate resume and profile research, sourcing and assessment of skills and aptitude
* Encourage qualified candidates to interview and describe the rewards/benefits of working at Irvine Company
* Utilize various social media channels to promote jobs and our brand
* Manage/track all requisition/candidate activity
* Assist with organizing Open and Scheduled Interview events
* Manage the entire recruitment process and define the related strategies for the assigned requisitions
* Utilize diverse recruiting methods, including social media, networking, database searches and direct sourcing strategies to attract the best talent
* Act as resource person and internal expert in talent acquisition, train and coach hiring managers on recruitment and candidate experience best practices

## Qualifications for talent advisor

* Experience in a fashion-based industry, an asset
* IT recruiting experience required
* Minimum three (3) years of account management, requisition management and/or a consultative recruiting role as the direct, primary hiring manager point of contact
* Minimum five (5) years in a candidate generation role, producing candidate pipelines and having a proven track record of hiring success
* Previous experience recruiting within the life sciences field for mid to high level Scientist roles
* Demonstrated track record of understanding clients' functional/technical hiring needs and translating those into effective candidate generation strategies (passive and active)