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# Example of Talent Advisor Job Description

Our growing company is searching for experienced candidates for the position of talent advisor. 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 advisor

* Partner with Senior Management to identify best in class individuals for corporate level positions and niche opportunities
* Assist in overview of job descriptions and classifications as needed
* Work with sourcing partners both internally and externally to ensure internal client needs are being met and to ensure that talent pool is effective in filling open staffing needs for the organization
* Manages interview process
* Works internally with hiring managers and HR Business Partners during selection process to ensure proper vetting and appropriate candidates are hired for internal positions assisting with behavioral based interviewing techniques, assists with offer process, through selection, offer, and on-boarding of selected applicants
* Report on Applicant trends within the sourcing funnel to both HR Business partners and hiring managers
* Partners with hiring manager for identified businesses/functions to understand and prioritize job opening requirements, and influences staffing decisions according to business needs
* Engages with the Talent Acquisition sourcing partner and facilitates the assessment process with the hiring manager by conducting thorough intake sessions, clarifying staffing needs and responsibilities, and ensuring job descriptions reflect accurate knowledge, skills and abilities required
* Gains understanding and visibility of internal job seekers pool by partnering with HRBP’s and/or Talent Management
* Support the Talent Centre of Expertise in all talent, performance, diversity and L&D related activities for the region

## Qualifications for talent advisor

* Experience in a high pressure, urgent recruiting environment supporting external clients
* Experience in the Life Sciences field, specific to a Biotech or Biopharama company
* Microsoft Office [Excel / PPT / Word / Outlook]
* CRM System proficiency
* Previous technical (IT) recruitment experience
* Fluent in Swedish plus business level English