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# Example of Talent Agent Job Description

Our innovative and growing company is searching for experienced candidates for the position of talent agent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for talent agent

* Contribute to improving recruitment processes through generating new ideas and support ongoing projects
* Improve new hire quality through participating in feedback sessions from stakeholders
* Attend and manage logistics for regional career fairs (venue booking, promotion, registration, etc)
* Assist with in-person interviewing and hiring decisions
* Responsible for the creation and execution of the regional recruitment plan to support the attraction and selection of talent for the BRS Neighbourhood Marketing department
* Executes high volume sourcing strategies to build a talent pipeline including but not limited to internet, campus, job fairs, information sessions and referral programs
* Provides work direction, coaching and support to a team of recruiters
* Establishes & nurtures effective networking relationships with internal and external stakeholders
* Assists the training and orientation of Sales Managers on the recruitment processes and tools utilized in the Neighbourhood Marketing department
* Partners with the larger Team to develop and execute retention strategies aiming to improve attrition

## Qualifications for talent agent

* Willingness to learn and overcome daily challenges in a fact paced environment
* Maintain up-to-date industry knowledge by participating in educational opportunities, reading professional publications and maintaining personal networks
* Be able to meet weekly goals and expectations
* Develop talent acquisition sourcing strategy related to production hiring, recruiting strategies, career fair execution and the candidate experience
* Provide personal, “hands-on” involvement, direction, and support while being accountable for recruitment initiatives and targets
* Developing and implementing an effective recruiting strategy, encompassing recruitment of both active and passive candidates to include utilizing the internet, cold-calling and referrals