Downloaded from <https://www.velvetjobs.com/job-descriptions/talent-agent>

# Example of Talent Agent Job Description

Our company is growing rapidly and is hiring for a talent agent. 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 agent

* Passionate about creating a positive work culture
* Effectively manage stakeholder relationships across all levels of organization
* Previous experience supporting, coaching and leading teams
* Possess strong computer skills – Microsoft Office Suite - and be internet browser proficient
* Prior experience in successfully performing entry-level customer service functions in a call center environment
* Ability to remain calm under pressure and provide and express compassion and empathy in strenuous interactions

## Qualifications for talent agent

* Post secondary education in marketing, sales, human resources or equivalent
* 2+ years of experience in sales or customer service, relevant high-volume call centre experience is an asset
* Personable and excited by making connections with candidates over the phone
* Motivated by working in a fast-paced, results driven environment
* Proven ability to exceed expectations and maintain a keen sense of urgency
* Always striving for creative solutions and improvements