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# Example of Talent Consultant Job Description

Our company is looking for a talent consultant. 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 consultant

* Plan and use new collaboration tools and iterative solutions to enable and embed the people agenda in the transformation journey
* Design people related and change solutions to support the digital transformation of our clients
* Leverage digital innovation solutions as part of the transformation agenda
* Embed sustainable culture and build organizational capabilities to be increasingly agile and adoptive
* Help leadership shape new ideas, innovation and/or thought leadership for clients
* Support program evaluation activities to identify areas for process improvement/efficiencies based on both qualitative and quantitative measures
* Translate client needs into actionable workforce plans, in collaboration with internal business partners, and prepare in advance for any anticipated resource or service delivery gaps
* Participate and collaborate with cross-functional groups, such as Recruitment Marketing and University Relationship to support business goals
* Analyzing resumes
* Conducting preliminary interviews

## Qualifications for talent consultant

* Demonstrated ability to strategically plan and execute large scale initiatives across the organization
* Experience in setting the direction of the recruitment function (including executive, college, and temporary labor) in a mid to large size company
* You select and interview suitable candidates using competency based interview techniques and, if necessary, other tests
* A Bachelor degree, combined with proven experience within the Recruitment field in a professional and international search & selection agency or within a corporate recruitment environment
* Strongly prefer experience in both staffing firms and corporate environments
* Minimum of 5 years’ experience as a recruiting/sourcing consultant