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# Example of Talent Operations Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of talent operations. 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 operations

* Partners with HRT, COE, and internal business partners to determine capabilities and solutions for projects/initiatives
* Audits Salesforce and Workday interactions, provides feedback to crew and makes performance improvement and process efficiency suggestions based on findings
* Develops and uses staffing models, dashboards, and reports/metrics to assess workload, understand health of the operation, and identify opportunities for improvement
* Coordinate candidate travel, accommodation and logistics, working within our current travel and expense policies
* Schedule candidate interviews when necessary
* Greet candidates onsite when necessary and ensure a positive candidate experience
* Support the end to end recruitment and selection process for all levels of hiring
* Responsible for dealing and directing calls and emails from both internal and external clients related to interviews, posting of positions and other general recruitment queries
* Provide accurate and timely coordination, communication, and processing of applicants, candidates and new hire processes and documentation
* Administration of candidate testing locally and coordinating regionally with local HR counterparts where applicable

## Qualifications for talent operations

* 1+ years’ experience minimum is required in Recruiting, University Relations, HR, Business or account management
* Must demonstrate a track record of a strong work ethic, proactive problem-solving, excellent follow-up skills, superior detail-orientation
* Recruitment/Staffing experience
* Strong collaboration, communication and administrative skills
* Ability to learn quickly, manage ambiguity and adapt to change
* Strong proven academic performance