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# Example of Talent Recruiter Job Description

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

* Post positions on various sites, source candidates, review resumes, prescreen candidates, schedule and conduct interviews
* Track status, prepare offer letters, ensure background checks completed, and prepare on-boarding schedule
* Continuously explore alternative staffing, sourcing, and selection techniques to align with industry best practices
* Develop, analyze, track and report recruiting and turnover metrics to measure effectiveness, implement changes or other best practices
* Prepare and distribute accurate and timely monthly and ad hoc reporting
* Manage the hiring process by acting as an advocate for both managers and candidates, establish regular touch points and diligent follow through, and provide coaching to hiring managers
* Oversee all phases of the recruiting and hiring cycle
* Post positions on various sites
* Develop, analyze, track and report recruiting and turnover metrics
* Partner with and provide guidance to Hiring Managers

## Qualifications for talent recruiter

* Operate as the subject matter expert providing best practices for all functional areas of recruitment
* All phases of the recruiting and hiring cycle, including consulting with hiring manager to determine/conduct needs analysis, position requirements, and develop a recruiting strategy
* Developing, analyzing, tracking and reporting recruiting and turnover metrics to measure effectiveness, implement changes or other best practices
* Partnering with and providing guidance to Hiring Managers on writing effective job descriptions, researching market appropriate rates, utilizing proper interview techniques, and compliance with state, federal and company guidelines
* Managing recruiting vendors, temporary staffing needs, agencies and accounts
* Using a combination of recruiting techniques to creatively attract, evaluate, network and hire the best candidates