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# Example of Talent Recruiter Job Description

Our growing company is hiring for a talent recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent recruiter

* Oversees all candidate communications and ensures timely responses to all candidates interviewed
* Be selective in the interviewing process
* Contribute actively in the design of branding material for European Graduates
* Locating, engaging and pipelining talent
* Working with Hiring Managers to put together job descriptions and compensation ranges
* Acting as first point of contact for all positions
* Screening candidates for culture / team fit and skill set
* Implementing more formal recruiting, on-boarding and performance processes
* Follows departmental policies, systems, and philosophies
* Use social media tools such as LinkedIn, Twitter, Facebook and others to promote openings and source for qualified candidates

## Qualifications for talent recruiter

* Bachelor’s in Human Resources or similar relevant field
* MBA or Masters in Human Resources or similar relevant field, preferred
* Previous exposure to professional sourcing and selection
* Ability to build a strong external network of recruitment experts, resources, and suppliers
* Ability to manage multiple technologies including but not limited to Office Suite, several social media platforms, HRIS, and job boards
* Responsible for supporting Columbus HR teams and conducting full life-cycle recruitment to meet the current recruitment needs across all levels within multiple business functions