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# Example of Talent Sourcing Specialist Job Description

Our company is growing rapidly and is hiring for a talent sourcing specialist. 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 sourcing specialist

* Provide and manage the full spectrum of recruitment sourcing and services for the businesses that make up J&J
* Manage proactive pipelining and candidate care initiatives for functions by leveraging his/her knowledge, skills, abilities and competencies in the talent sourcing/identification discipline
* Through excellent service delivery and expert consultation, gain the trust and confidence of candidates, recruiters, HR, and hiring managers
* Exercise appropriate discretion in the expenditure of company resources related to the recruiting/sourcing process, ensuring the appropriate risk/benefit and/or return on investment is provided for expenditures
* For assigned projects, conducts needs assessments with key stakeholders and HR colleagues
* Executes and maintains talent acquisition processes and related job aids, tools, and communications
* Reports and tracks key recruitment operational and performance metrics and analytics
* Delivers process improvements and technology enhancements
* Supports management of recruiting agency relationships
* Maintains referral program

## Qualifications for talent sourcing specialist

* Demonstrated ability to execute in person, internet, telephone based research
* Ability to interact at all levels of the organization and implement targeted sourcing initiatives
* Strong organizational and multi-tasking abilities are essential
* Strong team contributor and collaborator in all forms (new ideas, team calls, mentoring, training, partnerships with Recruiters and Hiring Managers, etc)
* Recommendations from current supervisor (for internal candidates)
* Demonstrate ability in utilizing LinkedIn, Twitter, Google+ and to source talent