



Example of Recruiter, Talent Acquisition Job Description

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Our growing company is looking for a recruiter, talent acquisition. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for recruiter, talent acquisition

- Maintain an awareness of industry news and activity that may impact hiring trends and sourcing talent
- Assists in establishes and managing creative recruitment strategies and programs to address key staffing needs included but not limited to the LEAP (Leadership Excellence at Penn) Program
- Rescinds offers as necessary in the event a pre-employment hurdle is not met
- Develops recruiting tools and techniques to assist United in meeting staffing and placement needs
- Maintains complete and accurate staffing documentation as required by law
- Updates information in United's applicant tracking systems to ensure compliance and accuracy of metrics
- Interfaces with Talent Acquisition Center as appropriate to process candidates and fill position
- Provides subject matter expertise in managing specific staffing vendors, such as websites, search firms and university contacts
- Provides subject matter expertise in specific staffing and HR projects
- Support recruiters in candidate development & the full life cycle recruiting process

Qualifications for recruiter, talent acquisition

- Knowledge of legal compliance regulations as they relate to hiring

- Experience using an ATS system of some kind
- Can share examples of how they have used data to make decisions to better a process or business problem
- Can share examples of how they have coached a hiring manager on candidate selection
- Bachelors' degree in business or HR related field