



Example of TA Analyst Job Description

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Our company is looking to fill the role of TA analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for TA analyst

- Assists in cross-functional system integration as needed
- Provides cross-team support across multiple locations where needed in area of expertise
- Must be comfortable interacting with all levels of management (analyst to VP level)
- Provide administrative and project support to the global Talent Acquisition team
- Review and update processes and policies for operational excellence (global relevance, compliance, efficiency, and efficacy)
- Audit quality of data underlying metrics
- Contribute to creation of new training programs and quality-assess existing programs (interview/selection practices)
- Manage Talent Acquisition third party staffing agency vendors and contracts
- Manage candidate reimbursement processing inquiries
- Process and validate invoices, monthly expense reports, and employee referral payments

Qualifications for TA analyst

- Must demonstrate a sense of urgency and ownership to drive issues to completion
- Ability to prioritize and manage work against critical project timelines in a fast-paced environment
- Proactive and independent with ability to respond effectively to changing

- Knowledge of shared services environment
- Able to understand technical issues at a sufficiently deep level to identify gaps