



Example of Talent Acquisition Advisor Job Description

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Our company is growing rapidly and is looking for a talent acquisition advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for talent acquisition advisor

- Maintains accurate and well organized documentation on recruitment searches, applicants, hiring manager interactions, and other recruiting activities to ensure full compliance within Human Resources documented policies and procedures
- Develop and maintain strong relationships with Recruiters and act as a trusted advisor on recruitment needs
- Evaluates applicants by discussing job requirements and applicant qualifications with managers
- Improves organization attractiveness by recommending new policies and practices
- Partner with the business and facilitates strategy discussions, seeks consensus and then completes assignments with full-cycle recruiting responsibility
- Sources, interviews, and presents qualified candidates to hiring managers and solicits feedback on candidates to refine recruiting strategy
- Manage behavioral assessments and provide in-depth analysis to hiring managers
- Collaborate with leaders and the Human Resources team in identifying and defining the hiring needs of their respective client groups
- Assist with key initiatives and programs to enhance talent acquisition objectives
- Work closely with Marketing to assist in the development of employment

Qualifications for talent acquisition advisor

- Design, implement and execute the operational plan aligned with the Talent Team strategy, Region and that of the Business Unit and the wider Firm
- Ensure that workforce planning forms the foundation of your operational plan, with the cooperation and insight of strategic stakeholders within your business unit
- Proven experience as a sourcer / researcher, ideally within an agency environment specializing in the engineering and construction industry
- A relevant undergraduate degree or equivalent
- Strong business acumen and good business judgment
- High accountability and sense of ownership