



Example of Talent Acquisition Associate Job Description

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Our company is looking for a talent acquisition associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for talent acquisition associate

- Formulate and implement recruitment and staffing plans to support business growth
- Plan recruitment channels (online portal, campus, job fairs, internal referral and source qualified candidates for business needs
- Execute recruitment activities including job posting, shortlisting, interview, offering and on-boarding to make sure quality hiring and compliance with both internal policies and external laws and regulations
- Use Taleo system to manage the hiring process
- Monitor recruitment channels and recruitment costs
- Work with the regional and country recruiting team on implementation of recruitment initiatives or projects
- Working with HR business partners and hiring managers to create and gain requisition approvals through ATS (Taleo) and provide updates on approval status
- Post and manage approved requisitions on various job boards, and maintain posting visibility at recruiter's discretion
- Arrange introductory or in-house interviews between candidates and hiring team
- Manage multiple department in-boxes by responding to internal and external inquiries (example, new position requests, program inquiries)

Qualifications for talent acquisition associate

- In depth knowledge of best practices and latest trends and benchmark data in talent management, organization and leadership development, diversity and performance management
- Prior experience with Recruiting Process (RPO) selection & implementation is strongly preferred
- Our ideal candidate brings strategic leadership to the role, has hands-on experience in talent acquisition, and is committed to cultivating an equitable, inclusive work environment
- A minimum of three years of SAP HCM / SuccessFactors related experience with a professional services advisory firm or publicly traded company and experience leading and delivering full life cycle implementations
- Experience in deploying Talent management and onboarding modules of SuccessFactors solution from design, development, integration, testing, and deployment with focus on SuccessFactors solution and key integrations such as Payroll, SAP ECC