



Example of Talent Acquisition Consultant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of talent acquisition consultant. 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 acquisition consultant

- Runs ads in periodicals, newspapers, some internet postings
- May solicit and receiving funding for recruitment strategy efforts
- Serves as a project team member on staffing projects
- Source, screen, interview and assess a high volume, diverse pool of candidates for a wide range of positions within assigned client group
- Partner with business unit(s) to understand recruiting needs and recommend, develop and implement innovative recruiting strategies and tactics
- Counsel and consult with hiring managers on current market trends
- Partners with managers on the hiring process and ensures that managers are in compliance with corporate and government policy
- Develop partnerships with schools and universities to proactively generate a continual, diverse pipeline of highly-qualified candidates including front end representatives and medical assistants
- Create and implement a Certified Medical Assistant internship
- Create and utilize innovative and aggressive recruitment methods that are designed to deliver an exceptional, diverse pool of candidates to Hiring Managers in an effective and efficient manner

Qualifications for talent acquisition consultant

- Direct experience in the Financial Services Industry a plus

- Position requires an efficient and detail-oriented person who can be responsive in a deadline and results driven environment
- Must be able to work independently with limited supervision and be able to respond effectively to competing priorities
- Requires exceptional communication skills including writing (memo, presentations, correspondence, and email) and verbal skills to interface effectively with executives and all levels of staff