



# Example of Talent Acquisition Leader Job Description

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Our company is growing rapidly and is hiring for a talent acquisition leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent acquisition leader

- Clearly and consistently communicates information across in a timely and effective manner, both verbally and in writing
- Collaborate with Marketing to create a strong employment brand and candidate facing recruiting tools to target specific audiences and locations
- Learn the details of our history, present and future and translate that knowledge into a set of strategic goals and measures that ensure we hire in a more timely and qualitative basis while ensuring we engage and prepare our people to contribute at a high level in their first year, setting them up for forward success
- Deliver exceptional customer service to internal and external partners and clients
- Utilize technology and social networking tools traditional sourcing techniques
- Collect, analyze, report and determine course of action on progress, trends and issues that need solving
- Deliver on all areas of recruitment process including sourcing, screening, scheduling, interviewing, assessment, and extending candidate offers
- Proactively identify, source, and recruit candidates utilizing a variety of sources including, but not limited to, Internet postings and search, social media, direct sourcing, employee referrals, job fairs, research, print media, networking and agencies
- Conduct thorough telephone and in-office interviews with selected candidates

## Qualifications for talent acquisition leader

- A true role model and ambassador for delivering a brilliant experience for our candidates, stakeholders and people
- Acted as `trusted advisor` to hiring managers and business leaders, skilfully coaching and guiding others through complex and challenging Talent Acquisition situations
- 5-7 yrs experience in a talent acquisition role, responsibility for end to end process, sourcing senior candidates
- Able to analyze a myriad of selection trends and provide recommendations
- Build relationships with business partners in order to assess their needs and provide solutions
- Keep hiring managers informed of recruitment efforts and progress