



Example of Talent Acquisition Operations Job Description

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Our growing company is looking to fill the role of talent acquisition operations. 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 operations

- Understand the site strategy for Tech Ops and support the build of new global sites by developing recruitment plans in sync with the timing and hiring needs of each new site, inclusive of hiring a TA team, developing external partnerships to support increased hiring activity, identifying and executing local employment branding strategies
- Responsible for supporting the mentoring, coaching and development of team, recognizing strengths and development opportunities
- Oversight for data integrity, develop and maintain reporting on all talent related metrics other data as it relates to trends in hiring
- Maintaining relationships with vendors for assessments, background checks, social media, job postings
- Facilitate critical initiatives and drive projects to scale both locally and globally
- Partner with staffing leadership to drive, develop, and improve the Talent Coordinator support model for positive player engagement, interview scheduling, new hire offers and onboarding
- Track, analyze and communicate key success metrics and business trends as they relate to our programs
- Create and execute project plans for new processes & systems
- Partner with GTA Branding and EA D&I (Diversity & Inclusion) teams to ensure that GTA technology and interactions with candidates effectively

- Partner with EA's Learning Engagement and Performance team to identify improvements to the onboarding process

Qualifications for talent acquisition operations

- Understanding of candidate sourcing strategies (retail environment a plus)
- Previous experience managing third party vendors
- Ability to work cross-functionally across multiple levels and departments
- Progressive experience in managing the staffing, project management, or operations functions in a major organization(s) (3+ years)
- Resourceful – able to get a lot done without a lot of resources by using ingenuity
- A reputation for productively challenging the status quo and championing new initiatives in a professional services environment