



# Example of Talent Acquisition Operations Job Description

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

- Serves as the recruiting liaison for DHL-sponsored committees and initiatives such as the Diversity Council and college recruitment programs
- Coordinates with the HR Generalist to ensure all new hiring processing takes place on the employee's first day of work
- Develops strong relationships with hiring managers and actively sells recruitment services
- Partner with the new hire orientation program steering committee, ensuring that we reflect and promote EA values while also providing a fun and exciting first day experience for new hires
- Be responsible for the background check program, process, and engagement with vendor
- Own and drive improvements to the employee referral program
- Ensure the automated reference check program and process is administered effectively
- Partner with onsite VMS provider and drive improvements to the existing contingent workforce program, policies, process
- Maintain and facilitate relationships with vendors that are being utilized to support or augment our systems/tools
- Resolve Applicant Tracking and CRM system issues that require additional attention and collaboration across multiple business partners and vendors

- Bachelor's degree and 10 years of recruiting experience gained while working with in an executive search or corporate recruiting function focused on identifying, attracting and hiring highly talented individuals
- Comfort in managing the full lifecycle of recruiting candidates including highly developed skills in market mapping, cold calling, candidate attraction, and client management
- Goal driven, has the ability to pro-actively take initiative and is comfortable working with minimal direction
- Exceptional organizational and administrative skills, ability to handle multiple tasks, prioritize them, and flawlessly execute on deliverables
- Excellent presentation skills, written and verbal communication abilities
- People management and retail experience is a plus