Example of Talent Acquisition Partner Job Description

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

- Manage the internal recruitment system, posting jobs, reviewing CVs, interviewing and provide your recommendation to the business
- Provide updates to the business with positive communication at all times
- Working with different divisions throughout the company allows you to gain exposure to diverse business needs
- Build and manage multiple business relationships and interfaces with people from both corporate and field
- Build and maintain proactive partnerships with all client groups in order to better understand their business, managing their staffing needs and issues, and offer ideas, solutions and tools
- You will facilitate and manage the internal mobility processes
- This is a fixed term contract for 6 month
- You will have the ability to influence the talent mapping of the organization by providing consultation to the managers on both external and internal hiring
- You will be the main focal point and the subject matter expert for all recruiting related issues within your groups
- You will have the opportunity to work independently in fast paced and large scales and lead projects

Qualifications for talent acquisition partner

- Coordinates with HR Compensation on relocation packages, compensation

- Supports the establishment of a recognizable "employer of choice" reputation for the company, both internally and externally
- Communicates with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads
- Creates contacts within industry
- Attends local professional meetings and membership development meetings
- Maintains regular contact with possible future candidates