



Example of Talent Acquisition Sourcer Job Description

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Our company is growing rapidly and is looking for a talent acquisition sourcer. 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 sourcer

- Conduct thorough candidate prescreening and facilitate presentation to hiring managers and recruiting team using the CRM tool (Avature) to maintain/retain accuracy, quality, and integrity of data
- Create/maintain recruiting activity reports for internal stakeholders in business and HR
- Actively participate in intake calls with internal stakeholders to ascertain job qualifications and establish recruiting strategy
- Mine ATS (Taleo) for qualified active and passive candidates searches
- Maintain and communicate location strategy to internal stakeholders
- Be the subject market expert on viable candidates for mid/senior level recruiting
- Participate in job fairs, information sessions and special recruiting events, as needed
- Collaborate with recruiters on filling and moving the front end candidate pipeline forward through profile reviews, candidate contact and moving qualified applicants into the Recruiting work-stream
- Review, qualify and coordinate applicants in ATS and post jobs to various job boards
- Manage relationships with the hiring managers and the TA/broader HC teams in a high-touch recruiting environment

Qualifications for talent acquisition sourcer

- Document activity in Applicant Tracking System (ATS) and help manage candidates seamlessly through the recruiting process
- Pursuing Bach degree in HR, Biz Admin, Psychology, Public Relationships, Industrial Engineering or related field or having a Tech High School degree
- Strong experience using ATS and/or CRM tools, managing and updating candidate data, and generating reports
- Sourcing and candidate management
- Ability to communicate effectively in English, both written and oral.Ability to exercise good judgment and decision making skills
- 2+ years of experience sourcing top-tier technical or sales talent either in an agency or corporate setting