

Talent Acquisition Specialist Job Description template

Talent Acquisition Specialist Job Description Template/Brief

As a Talent Acquisition Specialist, you will be responsible for the entire recruiting process. This includes sourcing, screening, and interviewing candidates, as well as extend job offers to successful candidates. In order to be successful in this role, you should have experience with full-cycle recruiting and be familiar with various sourcing channels. You should also be able to screen resumes and identify qualified candidates.

Talent Acquisition Specialist Job Profile

The Talent Acquisition Specialist job profile entails sourcing and screening potential candidates for various company positions. They also negotiate employment contracts, and onboards new employees.

Reports To

- Director of Human Resources

Talent Acquisition Specialist Responsibilities

- Sourcing and screening potential candidates for various company positions
- Conducting initial interviews with candidates
- Coordinating interviews with managers and other hiring decision-makers
- Negotiating employment contracts
- Onboarding new employees
- Maintaining up-to-date knowledge of employment laws and practices
- Staying abreast of industry trends

Talent Acquisition Specialist Requirements & Skills

- 3-5 years of experience in Talent Acquisition, Human Resources, or a related field
- Excellent communication, interpersonal, and negotiation skills
- Proven work experience as a Talent Acquisition Specialist or similar role
- Hands-on experience with various job boards, Boolean searches, and other sourcing techniques
- Strong verbal and written communication skills
- Strong organizational and time management skills
- Familiarity with Applicant Tracking Systems (ATS) and Human Resource Information Systems (HRIS)