**Talent Acquisition Specialist job description**

**Job brief**

The Talent Acquisition Specialist is responsible for initiating and leading talent acquisition efforts to include full life cycle recruiting, developing and executing a broad-based sourcing strategy, and ultimately delivering a viable talent pipeline for the business. Responsibilities will also include tracking and reporting on key metrics, driving process improvements, leading recruiting and HR effectiveness initiatives and building a strong relationship with functional business leaders and hiring managers.

**Responsibilities**

Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.

 Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.

 Prepare job descriptions for each new position.

 Determines applicant requirements by studying job description and job qualifications.

 Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.

 Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

 Arranges management interviews by coordinating schedules.

 Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.

 Manages new employee relocation by determining new employee requirements; providing community introductions.

 Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.

 Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

 Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

 Accomplishes human resources and organization mission by completing related results as needed.

**Requirements**

* Exceptional relationship management and communication skills
* Strong organizational and persuasive skills
* Ability to self-motivate and work well independently
* Ability to maintain discretion handling sensitive/confidential information
* Proficiency in database management and record keeping
* Experience with ATS/HCMS/HRIS
* Knowledge of federal and state employment laws
* Bachelor’s degree
* Three (3) years recruiting experience required
* PHR/SHRM-CP or SPHR/SHRM-SCP preferred