

JD For Talent Acquisition Specialist

Job Title: Talent Acquisition Specialist

Company: [Company Name]

Location: [City, State]

Job Description:

As a Talent Acquisition Specialist, you will be responsible for identifying and attracting top talent for the company. This includes sourcing, screening, and interviewing candidates, as well as managing the recruitment process from start to finish.

Additionally, you will be responsible for working with hiring managers to understand their needs and develop recruitment strategies that align with the company's goals and values.

Key Responsibilities:

- Sourcing and recruiting top talent through various channels such as job boards, social media, and networking events
- Screening and interviewing candidates to ensure they meet the qualifications and fit the company culture
- Managing the recruitment process from start to finish, including scheduling interviews and managing offer letters
- Developing and implementing recruitment strategies to align with the company's goals and values
- Collaborating with hiring managers to understand their needs and develop recruitment plans
- Maintaining accurate and up-to-date records of recruitment activities

Technical Competency Requirements:

- Strong knowledge of recruitment best practices and trends
- Experience with recruiting software and systems
- Experience with Excel and other data management tools
- Strong understanding of labor laws and regulations

Behavioral Competency Requirements:

- Proven ability to work well in a team environment



- Proven ability to work independently
- Proven ability to handle multiple tasks simultaneously
- Proven ability to meet deadlines
- Proven ability to adapt to change
- Proven ability to work with sensitive and confidential information
- Strong communication and interpersonal skills

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related field
- 3+ years of experience in talent acquisition
- Strong understanding of recruitment best practices and trends
- Experience with recruiting software and systems
- Experience with Excel and other data management tools
- Strong understanding of labor laws and regulations