JD For Talent Acquisition Coordinator

Job Title: Talent Acquisition Coordinator

Company: [Company Name]

Location: [City, State]

Job Description:

As a Talent Acquisition Coordinator, you will be responsible for supporting the Talent Acquisition team in the recruitment and hiring of new employees for the company. This includes assisting in the development and implementation of recruitment strategies, sourcing and screening potential candidates, scheduling interviews, and maintaining accurate and up-to-date records of recruitment activities. Additionally, you will be responsible for coordinating and scheduling new employee onboarding processes, and providing support to the Talent Acquisition team as needed.

Key Responsibilities:

- Supporting the Talent Acquisition team in the recruitment and hiring of new employees
- Assisting in the development and implementation of recruitment strategies
- Sourcing and screening potential candidates
- Scheduling interviews and maintaining accurate and up-to-date records of recruitment activities
- Coordinating and scheduling new employee onboarding processes
- Providing support to the Talent Acquisition team as needed

Technical Competency Requirements:

- Strong knowledge of recruitment processes and best practices
- Experience with recruitment software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools

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 organizational skills
- Strong problem-solving and analytical skills

Qualifications:

- Bachelor's degree in Human Resources or related field
- 1+ years of experience in recruitment or talent acquisition
- Strong understanding of recruitment processes and best practices
- Experience with recruitment software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools
- Strong communication and organizational skills
- Strong problem-solving and analytical skills