

Position Overview

The work of a talent acquisition coordinator is pretty straightforward – and a bit challenging.

A person working in this position is an important part of the human resource department, where she or she is required to actively seek out prospective employees to fill the positions which department heads have created.

Talent Acquisition Coordinator Job Description

- Confer with department heads to determine their specific requirements to hire people.
- Create job descriptions according to the specifics provided by managers and department heads.
- Develop candidate pools for each vacant position, by leveraging internal and external resources.
- Schedule interviews with candidates by ensuring the availability of the hiring manager, and ensure that candidates are provided with proper follow up.
- Assist human resource managers in conducting interviews, and provide them with required feedback on possible candidates and their experience.
- Screen candidates for suitability by going through their resumes and professional profiles.
- Assist in determining the right candidate for vacant positions, and create offer letters for hired candidates.
- Provide new hires with information on their job descriptions, and company culture, as part of the training and induction program.
- Ensure that all new hire records are properly and confidentially maintained, according to set standards, and protocols.
- Represent the company at job fairs and shows, attempting to source candidates from different regions.

Qualifications

A degree in business, with a major in human resources, is the basic requirement of an individual working at this position.

In addition to formal education, it is important for people working as talent acquisition coordinators to be highly analytic, as they need to determine the right people for the job, and have to focus on who can be retained for longer.

Apart from this, analytic abilities are important because talent acquisition coordinators need to be able to figure out who has the right set of skills to be considered for the position.

Working at this position means that you have to be a great communicator – written and verbal communication skills are a great necessity here. Also, you have to be able to handle a wide variety of training and induction activities, if this is the work that you intend to take up.

Most hiring managers will look kindly at your candidature if you have had some experience in a talent acquisition capacity before, so previous experience counts for a lot when applying for a talent acquisition coordinator position. Here is a list of duties that you will be expected to perform in this role:

Talent Acquisition Coordinator Qualities

- Well versed in human resources programs and policies
- Ability to work in a fast-paced and highly dynamic environment
- A high degree of change adaption
- Able to work well under pressure
- Committed to a high degree of accuracy
- Tasks prioritization
- Flexibility schedule to support the HR department besides standard office hours
- Good attention to detail
- A team player who is able to work collaboratively
- Positive attitude
- Excellent communicator (verbal and written)
- Think critically and independently
- Good decision-making ability
- Confidentiality maintenance
- Sense of urgency
- A “can-do”, “let’s make it happen” attitude
- Proficiency in Word, Excel, PowerPoint, Outlook, HRIS