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# Example of Global Talent Acquisition Job Description

Our innovative and growing company is looking to fill the role of global talent acquisition. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for global talent acquisition

* Interface with executives to influence policies and processes that support an inclusive strategies
* Coordinate organizational meetings and communications for the Global Talent and the Global Talent Acquisition Leadership Teams
* Coordinate onsite and offsite team events
* Manage frequent communications, and meeting schedules for external vendors, internal and external business partners, and other key stakeholders
* Collaborate closely with administrative teams for executive and senior leadership, and internal/external advisory councils to schedule meetings and events
* Support the participation in external speaking engagements, including any associations, panel participation, and media interviews
* Support corporate business practices such as procurement card tracking, processing of invoices, expense reporting, travel policies, and managing supplies
* Manage onboarding for new organizational team members based at the corporate headquarters
* Coordinate and manage office and cube moves through partnership with internal moving services and IT support teams
* Serve as process back up as need for others within the Global Talent and Global HR administrative teams

## Qualifications for global talent acquisition

* Source and meet a variety of different people who are potential quality hires
* Be a brand ambassador for this prestigious apparel company
* Managing recruitment responsibilities for the entire company overcoming multifaceted challenges with pioneering decision making
* Having strong understanding of the market to give the best decision on recruitment and following up with steady practices (recruiting, processing and interviewing) to ensure efficiency
* Supervising the Talent Acquisition team as incorporating employees and employers within the company’s brand and needs in parallel with a well-planned company attraction strategy
* Taking the initiative in improving and managing inactive candidates to sustain efficiency in the organization positive outcome