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# Example of Lead, Talent Acquisition Job Description

Our innovative and growing company is looking to fill the role of lead, talent acquisition. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead, talent acquisition

* You will experience multi-interfaces role
* You will upgrade your problem solving ability
* You will Work in highly matrix and complex environment
* Facilitate the candidate on-boarding process by creating offer letters, initiating and monitoring background screenings, providing orientation details, and submitting candidate paperwork for processing
* Partner with the hiring manager in developing a sourcing tactics decision-making strategy to ensure that top talent is identified and hired
* Support recruiting requirements for senior level hires supporting strategic recruiting needs as directed
* Full operational responsibility for delivery of talent acquisition services in Europe
* Build diverse candidate pipelines through competitive sourcing methodologies
* Contribute to the development of sourcing strategies that will attract competitive talent to BMS
* Develop and maintain a network of contacts to identify qualified, diverse and talented candidates

## Qualifications for lead, talent acquisition

* Experience in building partnerships with internal clients through a consultative approach
* Experience negotiating, engaging and partnering with external vendors and service providers, including external search firms, temp agencies, ATS and other technology providers
* Not for profit experience is preferred but not essential
* Track projects across Talent Acquisition, consistently updating timelines and deliverables
* Recruitment industry experience, preferably within Pharma/Biotech/Healthcare or Medical Devices
* Minimum 2 years of Line Management exp, preferably a handled a sourcing team