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# Example of Manager, Talent Acquisition Job Description

Our company is looking for a manager, talent acquisition. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, talent acquisition

* Improve recruiting efficiency by evaluating the recruiting process for bottle necks, waste, process responsiveness, and frequently review with region leaders to drive transparency and process improvements
* Collaborate with global talent acquisition teams to provide a great candidate and new hire experience, satisfying hiring manager experience
* With the support of the HRBP, delivers a recruitment plan with volume forecasts, talent/diversity KPIs and delivery plan for the Shared Services Recruitment team
* Provides recruitment performance analysis and dashboard
* Functions as subject matter expert on all subsidiary recruitment activities
* Select, appoint, and manage third party vendors
* Researches and recommends practices and methods for improving the hiring process
* Work with designated hiring managers to review, analyze, and clarify job specifications/requirements and competencies/skills required for open positions
* Identifies and secures sources of potential job candidates
* Partner with HR Generalists and Business Partners across the eCommerce organization to understand the hiring team's overall talent strategy in the short, medium and long term

## Qualifications for manager, talent acquisition

* Eight (8) years’ experience required in Human Resources, Talent Acquisition, or related area
* Utilization of recruiting technologies, both as application tracking tools, proactive candidate development
* Minimum of 5 years of corporate in-house high volume exempt recruiting experience
* Bachelors in Human Resources, organizational psychology, OD or a similar field
* Demonstrated expertise with state and federal employment law as it applies to hiring and interviewing
* Must be able to communicate and relate effectively and professionally with people at all organization Levels