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# Example of Manager Talent Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager talent. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager talent

* Develops training material based on new processes and/or recognized needs
* Tests system upgrades/updates and documents results
* Leads and participates in projects/process improvement including establishing necessary functional requirements for projects by working with functional users, creating system design specifications, completing system configuration, and creating and conducting testing
* Organizes, plans, and manages time to effectively complete assignments
* Collaborate with leadership in talent management conferences and workforce planning discussions to ensure that Talent Acquisition strategy is aligned to business needs
* Develop, along with compensation, a new hire offer strategy for market­competitive candidate offers in accordance with company policy and hiring manager requirements
* Manage staff to source passive candidates using social media sites and forums such as LinkedIn, Github, Dribble, Stackoverflow and Facebook
* Manage and train staff to maintain recruiting database, including local market Affirmative Action reporting and management
* Manage and train staff to utilize web based recruiting tools
* Inspire the Talent Acquisition team by motivating and building a positive, engaging and fun environment

## Qualifications for manager talent

* Track record of building effective business partnerships in a consultative model
* Proficient on enterprise staffing systems
* Develop sourcing pipelines, constantly seeking new and creative ways to recruit top talent
* A minimum of a Master’s degree in Human Resources, Finance, Business, Statistics, or a related field is required
* 3+ years of work experience in talent, education and/or project management
* Knowledgeable in the field of talent & leadership development, and some experience in creating easy-to-use tools and resources