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# Example of Senior Talent Acquisition Job Description

Our company is growing rapidly and is looking to fill the role of senior 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 senior talent acquisition

* Support re-recruitment and retention efforts in the market
* Consistently follow and execute on established recruiting processes, including kick-off meetings, feedback meetings, approval processes
* Develop and report on recruiting key performance indicators (KPIs) to measure, analyze and continually improve the effectiveness of the function
* Collaborate with HR Business Partners and other internal stakeholders
* Identify future talent needs and proactive recruiting and sourcing
* Other supporting HR functions as assigned
* Ensure successful delivery of talent against pre-defined SLAs and KPIs
* Drive best practice recruiting and hiring practices
* Uphold a focus on candidate experience, diversity and building long-term relationships
* Support succession planning and talent strategy in the effort to identify future talent needs and proactively recruiting and sourcing

## Qualifications for senior talent acquisition

* Demonstrated success with client engagement including ability to build and maintain effective partnerships
* Ability to influence business partners and key decision makers at all levels of the organization
* Understands the importance of a great candidate experience and models that behavior
* Track record of building innovative and creative recruiting programs
* Excellent leadership, presentation and people management skills
* Solid acumen in the fundamentals of project management enabling effective management of multiple projects and candidates