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# Example of Talent Acquisition Manager Job Description

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

## Responsibilities for talent acquisition manager

* Ensures recruiting and staffing programs meet business needs at the national level and are in compliance with legal and regulatory requirements competitive best practices
* Manage full cycle recruiting including sourcing, managing interview process, issuing job offers and declines, and onboarding new employees
* Build candidate pipeline by working closely with Extended Leadership and Senior Leadership Team to determine upcoming needs
* Maintain close relationship with candidates who have received contingent offers while they await start date information
* Oversee staffing management to monitor roll off dates, upcoming projects, and decide on hire dates for candidates on contingent offers
* Implementing initiatives and strategies to build a strong pipeline of future talent
* End to end recruitment and onboarding
* Developing strong internal and external partnerships
* Delivering a media strategy to engage with the community
* Reporting and managing functional outcomes with a view of continuous improvement

## Qualifications for talent acquisition manager

* A minimum of 5-7 years work experience in talent acquisition (methodology, strategy, implementation)
* Previous client-facing experience, experience in a matrix structure
* Bachelor’s Degree, preferably in Business or Human Resources related field
* Ideally 5+ years of full cycle recruiting experience
* Entrepreneurial spirit with a willingness to jump in wherever needed
* Ability to be flexible and quickly shift directions with ever changing hiring needs