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# Example of Talent Acquisition Manager Job Description

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

## Responsibilities for talent acquisition manager

* Solid experience using applicant tracking systems, human resource information systems (HRIS) and other recruitment related applications to manage full-cycle recruitment process
* Provides recruitment counsel and guidance to hiring managers and HR professionals with hiring and employment data
* Develops strategies to use social media, job boards, Internet sourcing, and other technical means to source candidates for open jobs
* Oversees and manages the use of agency employees and develops, implements and oversees policies and procedures regarding the use of agency and contract employees to ensure adherence to corporate policies
* Lead recruiting execution for multiple business or functional areas
* Proactively lead updates to the business and human resources on the progress, market feedback and constraints impacting the recruiting process of all open position requisitions
* Act as a subject matter expert and be viewed as the go-to person on matters of recruiting process, candidate markets, competitive talent intelligence
* Manage a high volume of open positions
* Lead a team of recruiters in a highly complex and high volume recruiting environment in order to deliver high-quality candidates, both union and management, to hiring managers
* Analyze hiring results, metrics and trends to manage performance of team and individuals

## Qualifications for talent acquisition manager

* Demonstrated analytic skills and strong partnership with Finance and Business on issues including demand planning
* 5+ years recruitment experience in a high volume recruitment environment
* Previous experience in managing / leading and developing employees in both virtual and local team structure
* Minimum 5 years of experience in proactive sourcing, recruitment and candidate relationship management in an international and complex environment
* Knowledge of digital tools and social/professional networks
* Experience in managing relations in an intercultural environment