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# Example of Talent & Culture Job Description

Our growing company is looking to fill the role of talent & culture. 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 talent & culture

* Deliver Induction
* Assist GM in administraion and filing
* Able to deliver Training sessions
* Manage staff activities
* Lead case management of employee-related issues including consulting with Sr
* Collaborate with the TT&C team in designing and executing programs and activities that embed and advance our unique culture
* Coach managers and teams to build capabilities that will ensure a high performing, positive, productive work environment
* Collaborate with the team to create and execute programs, activities and communications to connect head office and field force team members
* Lead and participate in TT&C projects, support day-to-day operations
* Lead and oversee the day to day operation of the Talent & Culture Department play a critical role in the implementation of the hotel’s Talent & Culture strategy

## Qualifications for talent & culture

* At least 2 years experience in a busy multi-faceted T&C office, within an administrative role, preferably within a upscale or Luxury hotel
* Undergraduate degree in Human Resources or Business Management
* Relevant professional certification as SPHR, GPHR, SHRM-SCP strongly preferred
* Understanding of global HR/talent management concepts
* Requires sound understanding, experience and appreciation of best-in-class human capital management practices
* Requires outstanding presentation, written and oral communications skills demonstrated interpersonal effectiveness including the ability to interact effectively with a diverse range of staff and other stakeholders including members, partners, government officials and others, on behalf of the Association