Downloaded from <https://www.velvetjobs.com/job-descriptions/talent-management-specialist>

# Example of Talent Management Specialist Job Description

Our growing company is looking to fill the role of talent management specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent management specialist

* Partner with　HR Systems, HR and business teams on the development of talent management tools for end users reports/data to monitor the health and effectiveness of talent management and talent acquisition processes
* Execute job responsibilities with scope of talent management programs and processes, including but not limited to onboarding/orientation, performance management, talent review and succession management, employee experience surveys, tuition assistance
* Develop and implement processes, programs and systems in support of talent management initiatives
* Administer talent management programs and systems according to defined processes and/or policies
* Partner closely with HR Business Partners to plan & deliver targeted marketing and communication of T&OC programs
* Facilitate T&OC programs and events (such as Respect Effect training and ADP Assessment Center)
* Provide program management and deployment support for non-training T&OC programs (ADP events, Talent Review sessions, OD interventions)
* Conduct advanced reporting and determine insights for strategic decision-making
* Research and apply for European government subsidies for training (EU wide)
* Continuously improve T&OC EMEA standard work (process efficiency)

## Qualifications for talent management specialist

* 1 - 3 years training administration/coordination experience - preferred
* Exhibit the ability to proactively work independently within team environment
* Flexibility to work/travel outside of normal business hours to accommodate the responsibilities related to campus recruiting activities, some of these activities will require lengthy regional travel and hours extending late into the evening based on the timeframes of events
* Must possess excellent verbal and written communication and follow-up skills
* Strong attention to detail when completing work
* Experience with creative design of materials, presentations