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

# Example of Talent Manager Job Description

Our growing company is hiring for a talent manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent manager

* Lead and excecute all onboarding for new hires and contractors, for both BLITZ processes and ASM processes
* Work with KIPP DFW stakeholders to recruit and select diverse, high-quality talent in the city of Dallas and across the country
* Build close, effective relationships with KIPP DFW school and department leaders to ensure alignment of the recruitment process with program needs
* Perform broad outreach, including attending job fairs and other recruitment events locally and nationally
* Coordinating the on-boarding process of all KIPP DFW employees with our Human Resources team
* Communicate regular updates to school leaders and hiring managers regarding the on-boarding process
* Generate in-house referrals through original and innovative referrals programs
* Other duties as assigned by the Director of Talent
* Identify and assess current and future training needs through annual performance appraisals and consultation with line managers, for all levels of employees
* Develop a comprehensive learning plan that meets business needs and that satisfies the legislative requirements related to skills development, BBBEE, and commitments stated in the Workplace Skills Plan

## Qualifications for talent manager

* Bachelor's degree or equivalent experience in Film Production or related field, plus a minimum four years’ experience in a high-end computer graphics production environment
* Prior experience in an on-show production environment with proven ability to effectively facilitate
* Demonstrated experience in talent acquisition and/or talent management
* Understanding and experience of ATS (applicant tracking systems) and CRM (client relationship management) tools
* Experience in designing and implementing social media strategy and/or platforms
* Ability to conduct cold-calls for recruiting and name generation / lead verification purposes