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

# Example of Talent Operations Job Description

Our innovative and growing company is looking for a talent operations. 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 operations

* Invest in developing outside relationships with individuals and companies to understand the landscape of the talent operations market
* Coordinate/manage daily operations and activities to streamline efficiencies with Talent Operations, Talent Acquisition and Employee Services
* Identifying gaps and lead projects to fill them
* Plan and execute a variety of projects to improve our ability to attract the best talent to Power and Renewable Energy in the US
* Ensure performance metrics are tracked on a regular basis and made visible to key stakeholders and customers
* Manage and respond to all external candidate inquires, issues and concerns associated with the recruiting process including careers website matters
* Collaboratively assist TA leaders, recruiters and the business via researching talent markets and develop sourcing, job marketing/posting and assessment strategies on a project and hiring initiative basis, leveraging available tools and resources (CRM, career site, job boards, LinkedIn)
* Ensures team responds to and executes Talent and candidate transactions accurately and within SLA
* Supervises real-time volume management, including but not limited to adjusting schedules, adjusting offline tasks (email, fulfillment, ), monitoring queues and tasks to ensure service level
* Answers questions and recommends corrective resolutions to address employee and/or customer issues, complaints, and inquiries

## Qualifications for talent operations

* Must contribute to and thrive in high energy, high profile, positive, proactive, deadline driven, results oriented, dynamic, and attention to detail environment
* Client service environment
* Geographical flexibility and openness to international assignments are a must
* Bachelor's degree or equivalent experience in managing a team in Talent Operations or HR
* Functional expert for requisition creation and management
* Global administrator of candidate background checks