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# Example of Talent Operations Job Description

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

* Develop strong relationships with senior leadership and partner teams throughout the organization and help drive and influence results for the function
* Serve as the organization liaison for enterprise-wide committees, working groups & tiger teams
* Manage projects for upgrades, new applications/modules, data loads, requirements gathering, business process review, project management, testing, documentation, communication
* Creation and sharing of Management Reporting Dashboard (KPI's) for Recruiting Processing and on-boarding lanes
* Serve as a subject matter expert to successfully educate and train team members on all system functionality and processes and provide support to new TA team members
* Partner with multiple stakeholders in the onboarding process including corporate technology, payroll and talent acquisition to ensure accuracy and a great new hire experience
* Assist in Talent Acquisition projects aimed at improving performance, experience and efficiency, including new processes, integrations and/or implementations of new functionality
* Sources to identify talent for current and future recruitment needs
* Provides hiring, slates, diversity and internal mobility reports and makes recommendations on program enhancements
* Administer University Recruitment and selection processes leveraging Applicant Tracking System

## Qualifications for talent operations

* Entertainment/ VIP experience preferred
* Manage employee onboarding process which includes but is not limited to creating new hire folders, collecting new hire paperwork, facilitating orientation, and sending paperwork to payroll for processing
* Assist with termination/resignation processing, send exit interview surveys, report trends, confirm PTO payouts and work with payroll to update HRIS system
* Manage employee files, I-9’s
* Prior HR Internship, or 1-2 Years prior administrative/HR experience a plus
* Bachelor’s degree and 7+ years total professional experience