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# Example of Talent Operations Job Description

Our company is hiring for a talent operations. 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 operations

* Manage training delivery/POST management, fill rate, no-show, open seats and operational metrics
* Assist with quarterly financial and operations reporting
* Work with Talent & Learning Procurement in purchase order administration and SOW creation
* Act as the escalation point for delivery, logistics, invoicing and PO issues and resolution of external vendor financial issues
* Provide back up support for regional planners as required (leave and/or vacation)
* Provide “white-glove” support for large event delivery, including logistics, negotiations, materials and billing management
* Evaluate, implement, and manage recruiting tools and technology
* Analyze current tools
* Partner with stakeholders throughout the end to end recruitment process
* Coordinate candidate travel, accommodation and logistics

## Qualifications for talent operations

* Excellent communication, interpersonal and presentation skills with the ability to communicate with senior management
* 2+ years of experience in Talent/ VIP Management
* 5+ years people mgmt
* Strong stakeholder mgmt
* Partner with internal and external teams to deep dive on trends, opportunities and build projects to continuously improve the effectiveness of the operations
* Ensure data integrity by understanding business workflows and back-end data structure