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# Example of Talent Solutions Job Description

Our growing company is looking to fill the role of talent solutions. 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 solutions

* Serve as an internal subject matter expert, providing support to multiple project and other team members on their projects
* Conducting research on major talent management topics – including employment assessment, selection, leadership, employee engagement, employee retention
* Write and revise technical documents as required to summarize project findings and implications
* Build strategic partnerships with key decision makers and establish new processes to streamline creation/support of HR demo content
* Engaged in system administration and system lifecycle management
* Oversee overall process and technical restrictions to ensure that new demo scenarios requests are handled efficiently and in high quality
* Generate leads to include direct mail, seminars, networking with third party business partners, cold call from lead lists, regular follow-up from existing customer database, ability to extract lead lists independently (newspapers, literature, web sites)
* Be the go-to expert of our media solutions and serve as a trusted adviser to our clients
* Elevate the overall customer experience
* Implement, troubleshoot, deliver and monitor campaigns to ensure they meet client objectives

## Qualifications for talent solutions

* Deep influencing skills
* OE/OD process optimization
* Grounded in HR strategy
* Ability to travel (Domestic and/or International) up to 25%
* Proficient in statistical and analytic software, such as SPSS, SAS, and/or R
* Proficient in use of Microsoft Office suite (Word, Excel, PPT)