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# Example of VP, Talent Acquisition Job Description

Our company is growing rapidly and is looking for a VP, talent acquisition. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for VP, talent acquisition

* Implement workforce planning tools and processes to anticipate and support longer term business growth
* Uses recruiting data and metrics to influence and educate the business on talent attraction best practices, resulting in measureable quality of hire, improved candidate experience, efficient processes and predictive delivery of talent forecasted
* Cultivates trusted and collaborative relationships with key business partners, finance partners, legal partners and ES partners
* Ability to present complex data and programs succinctly that both measure the health of the business and influences behaviors
* Assist in developing short and long-term strategies to meet recruitment goals
* Identify, recommend and manage contracts with online job boards
* Manage recruitment agencies contracts
* Continue to drive the delivery of a best in class candidate experience
* Proactively drive and execute the global and regional strategies which align with recruitment policies
* Support and continuously improve processes and tools in the area of recruiting

## Qualifications for VP, talent acquisition

* Your credibility as a trusted advisor and confidant to senior leadership and clients
* Your advanced analytical skills
* 5+ years’ experience building, growing and leading successful, high-volume operations, sales, or recruiting teams
* Possess strong executive presence with demonstrated ability to develop positive relationships and success in influencing leaders across the company at all levels
* Successful track record with 15+ years of talent acquisition and high-volume sourcing, recruiting, qualifying, and closing of high-level executives nationally on a large scale
* Expertise in candidate selection including sourcing, interviewing, vetting, and assessments