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# Example of VP, Talent Acquisition Job Description

Our innovative and growing company is looking to fill the role of 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

* As the primary executive recruiter, work in partnership with executive leadership and the HRBPs to define the approach for each specific position, the ongoing work to build and maintain a pipeline of strong executive leadership talent
* Designing, implementing, and continuously assessing strategic processes to attract, evaluate, and hire qualified candidates in the high volume, professional and executive levels
* Strategically design, implement, and streamline hiring practices, processes, and tools to build hiring pipelines and onboard candidates into open company opportunities in a timely an efficient manner, in accordance with the Company’s talent philosophy, values, and culture
* Lead an assigned team in integrating innovative and best practices to adequately develop and communicate the company brand and incorporate social recruiting strategies that may include expanding vendor/tool options and utilizing new methods to connect with potential candidates
* Own the design, execution, and maintenance of a best in class onboarding program that includes every facet of both the candidate and hiring manager’s experience
* Build out data and analytics to measure the return on investment (ROI) of talent acquisition programs, including metrics on source of hire, time to hire/time to fill, measurement of candidate experience, quality of hiring and ensuring a diverse pipeline of talent branding
* Oversee vendor relationships and negotiations to ensure the acquisition and implementation of appropriate programs and products fully support the talent management strategy and initiatives
* Develop departmental team members to be successful in recruiting across a wide spectrum of roles to include professional staff recruiting and volume recruiting
* Oversee fiscal planning and budgeting within area of responsibility
* Perform additional and related duties as assigned

## Qualifications for VP, talent acquisition

* Ability to manage multiple tasks in a high paced, growing global company
* Exceptional interpersonal, leadership, and communication skills are key to success, including strong listening, negotiation, persuasion and facilitation skills with all levels of leadership and employees
* Strong customer centric philosophy
* Hands-on experience with candidate sourcing, interviewing and evaluation strong familiarity of various Talent Acquisition technologies and platforms
* Experienced in areas of OFCCP and other compliance guidelines, oftentimes most complex in the U.S
* Ability to understand and adapt to different cultures