



# Example of Senior Manager, Talent Job Description

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Our growing company is searching for experienced candidates for the position of senior manager, talent. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior manager, talent

- Design, develop, and deploy programs and tools necessary to build talent management capability throughout both the HR community the business leaders
- Use sophisticated applicant tracking systems and other recruiting software to track applicants through the selection phase
- Ensure consistent delivery of results across three business units and their associated locations operating in eight US states
- Build and maintain productive and trusted relationships with all resort-based talent acquisition leaders and teams
- Oversee multiple service level-driven processes, and associated documentation, that support hiring against standard, custom and prioritized job requisitions
- Manage multiple tools such as applicant tracking system workflow, scheduling software, knowledge management database and reporting platforms
- Select, onboard, set goals, train, and performance-manage a team of regular and seasonal screeners whose size ranges from 10 to 30 as it scales up and down in response to business requirements
- Foster a team environment and a strong service culture that ensures delivery of quick, repeatable and quality-driven service to multiple internal and external stakeholders
- Optimize resource utilization in response to business needs
- Lead periodic projects regarding service delivery improvement, operational

## Qualifications for senior manager, talent

- Track, measure, and provide on-going insight to the candidate experience throughout the recruiting process and proactively recommend solutions as needed
- Partner with recruiters to ensure we are leveraging technology in order to deliver results
- Partner with Key Stakeholders to create and launch a formal Executive Referral Process and Onboarding Process
- Collaborate with SME's and business partners to identify process or analysis opportunities
- Over 10 years of professional HR/Talent Acquisition full-time experience
- Strong background and expertise with information management related disciplines, including data governance, data management, data modeling, business intelligence tools, and analytics