



# Example of Talent Acquisition Manager Job Description

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Our company is growing rapidly and is looking to fill the role of talent acquisition manager. 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 acquisition manager

- Oversees the use of sophisticated applicant tracking systems and other recruiting software and CRM systems to track applicants through the selection phase through to on-boarding
- Providing clear, consistent and accurate information on performance measures, objectives and results to the team and leadership in reports and other forms of communication
- Continuously build an external talent pipeline
- Manage and oversee full life cycle recruiting for all open experienced positions on the professional side
- Create deep internal client relationship with Partners and hiring managers to create and execute comprehensive sourcing and marketing strategies relative to current and anticipated hiring needs
- Cultivate a deep understanding of open opportunities and job market within industry and locations
- Support recruiting tracking databases for statistical analysis
- Form strategic relationships with staffing agencies
- Develop relationships with prospective talent that yield lasting results
- Manage a team of recruiting associates at varying levels who identify, source and recruit qualified candidates

## Qualifications for talent acquisition manager

- Strong preference for recruitment experience with creative design, product development, merchandising and corporate functions in general
- International work experience having worked abroad are a definitive plus
- 10+ years of recruitment and/or marketing experience
- Firm knowledge to propose and defend decisions related to attracting candidates to the financial advisor position with professionalism and sensitivity to General Partners and Financial Advisors in leadership roles
- Knowledge of the financial services industry with the ability to develop and implement new business strategies to support the changing market condition and future firm growth
- Review, interpret, and make hiring decisions regarding individual candidates based on multiple data points