



Example of Talent Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of talent 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 manager

- Ensure an accurate view of the workforce and liaise with internal stakeholders and program managers to validate project requirements and scheduling of resources to engagements
- Forecast gaps in staff availability and projects, identify at-risk engagements and coordinate with the respective leaders to make changes in a proactive manner
- Develop partnerships across HR for all hiring requirements providing appropriate lead times in order to facilitate on time delivery of new resources to enable project success
- Provide analysis and input to critical talent needs and the development of both short and long term proactive strategic talent pipelines
- Work with several lines of business to identify optimal resources to meet program requirements
- Attend internal status meetings when necessary, to stay up to date on all projects and their resourcing
- Problem solve under tight deadlines and make decisions autonomously
- Update leadership and other internal stake on key resource status, issues, problems, meetings and keeping senior management involved as needed
- Partner with Capture Managers, Talent Acquisition, Technical leads and PMs on personnel for proposal staffing
- Provides support for the HR talent system including, but not limited to, researching and resolving talent system issues, unexpected results or process

methods to meet requirements, and conducting audits and validating data regularly

Qualifications for talent manager

- Strong business acumen and ability to contribute to business strategy and operations
- Demonstrated ability to gather and analyze information and translate into empirical data (metrics, structured reporting, data driven analysis)
- The employee must be able to lift and move up to 25 pounds
- About 20% travel required (International/Domestic)
- Has thorough knowledge of recruitment, assessment, screening, interviewing, and referral processes knowledge of employment law
- Ability to quickly and effectively develop Boolean Search strings to optimize key candidate searches