

Talent Acquisition Manager

[This example job spec/advert was compiled using the key Talent Acquisition Manager responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

Schedule (part-time/full-time with flex etc)

Salary

(Length of contract if necessary)

Location city

We need an insightful, process-minded Talent Acquisition Manager to join our [type and rough size of your business]. You'll attract the very best talent from multiple sources and implement efficient process to ensure a smooth and thorough hiring and interview process. You'll also coach team-leads to help them recognise, onboard and value strong professionals, and make recommendations about talent strategy to senior management.

This is an excellent opportunity for a talent professional with strong interpersonal skills (and a knack for identifying quality) to install an outstanding hiring process and use it to bring in the perfect people for our business.

Responsibilities

- Attract the absolute top talent using multiple sources and platforms.
- Implement efficient processes ensuring a smooth and thorough interview process - for all parties.
- Coach team-leads to identify and onboard strong talent from inside the business and without.
- Advise the business leaders and make recommendations about talent strategy.

Background and skills

- You've got excellent interpersonal skills and a talent for identifying high-performing people - a talent you're always working to improve.
- You're process-driven, efficient and keen to learn and grow.
- You've got prior experience in managing, training and developing staff.

Schedule, salary and benefits

[Include as much detail as you can on the flexible working arrangements/the flexible culture of the firm - especially if the stated hours are subject to negotiation - and as much as you can about salary, stock options and benefits. The way you talk about these is a strong indicator of the culture of your business, so think hard about what you want to communicate and speak with enthusiasm.]