



Total Solutions for Security Professionals

JOB DESCRIPTION

Title: TALENT ACQUISITION SPECIALIST
Department: HUMAN RESOURCES
Classification: EXEMPT
Location: LT SECURITY INC. - COI
Grade:
Reports To: VICE PRESIDENT OF HUMAN RESOURCES

POSITION OVERVIEW

The Talent Acquisition Specialist serves as a talent acquisition advisor to the business by developing and executing a comprehensive recruitment strategy after fully understanding the needs of the business. The incumbent achieves staffing objectives by recruiting and evaluating job candidates, advising managers, and managing relocations to ensure an ongoing diverse applicant pool rich in experience and skill as well as providing all other HR supporting services.

The Talent Acquisition Specialist/Recruiter is also responsible for managing, designing, developing, coordinating and conducting all Human Resources related training programs. His/Her responsibilities also include communicating with managers to identify training needs and mapping out development plans for teams and individuals.

ESSENTIAL JOB FUNCTIONS

Talent Acquisition

- Design and implement overall recruiting strategy
- Implement human resources programs by providing human resources services, including talent acquisition, staffing, employment processing
- Manage client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Establish recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Build applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Create and update job descriptions. Determine applicant requirements by studying job description and job qualifications.
- Attract applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determine applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arrange management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.

Learning and Development

- Develop and manage overall learning and development, organization development and retention strategy to align with business needs and growth plans in a multi-state and multi-location environment
- Develop, implement, and manage an on-boarding program
- Formulate, facilitate, and manage employee development and training programs aligning with Company's goals and objectives in a multi-state and multi-location environment.
- Develop and manage the performance management program, including annual performance review, development needs assessments and training programs
- Responsible for contract negotiations in areas of development, recruitment, and temporary labor vendors.
- Assist in building SOP across the organization
- Communicate with managers to identify training needs and mapping out development plans for teams and individuals.
- Conduct and coordinate Human Resources related trainings

Performs other duties as assigned

ESSENTIAL REQUIREMENTS

- Effectively develop, utilize and conserve human resources
- Make informed business decisions based on data and statistics
- Develop strong recruitment packages and measure their success
- Excellent communication and collaboration skills
- Multi-Tasking Skills
- Business acumen, knowledge and professionalism
- Able to interface with all levels of management
- Pragmatic, analytical, good at prioritization and trade-offs
- 15%-20% of domestic travel
- Bilingual in Chinese (Mandarin or Cantonese) a plus

EDUCATION

- Undergraduate degree in human resources, business or four to eight years of work experience in a related field
- 8+ years of strategic recruitment experience in a high-volume recruitment environment, preferably electronics or physical security industry

The above position description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and inclusive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The information contained herein is subject to change at the discretion of the Company.

I understand the responsibilities and requirements for the Talent Acquisition Specialist as described above.

Name (Print): _____

Signature: _____

Date: _____