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# Example of Talent Development Specialist Job Description

Our company is hiring for a talent development specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for talent development specialist

* Monitor process implementation
* Secure data quality and populate reports
* Responsible for multiple mailboxes
* In partnership with the ERM Director of Learning, and ERM Steering Committee, support program management of Risk Jr
* Drives and supports RMDP recruiting strategy in partnership with RMDP Steering Committee, Student Council and Campus Recruiting Partners
* Schedules two guest speakers per week
* Provide follow-up after job placement to ensure job retention and the elimination of barriers that may impede job retention
* Authorize and coordinate supportive services such as clothing, child care, transportation, counseling, and track obligations of funds
* Prepare reports related to program activities
* Conduct outreach to build, maintain, and enhance relationships with employers

## Qualifications for talent development specialist

* Resourceful, adaptable and resilient to evolving changes and challenges
* Keen interest in the video games industry will be advantageous
* Experience with learning software and online/web tools
* Able to safely, ethically and successfully perform the essential job
* Able to travel within and outside Singapore as required
* Proactive to create positive organizational spirit