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# Example of Talent Management Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of talent management specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent management specialist

* Coordinate and support the development of employee engagement initiatives and strategies
* Maintains inventory of preferred solutions used for Talent Management, such as 360, executive assessments, coaches
* Plans and oversees comprehensive internship program for the firm
* Manages campus relations and acts as key liaison with primary accounting faculty and administrators via recruiting-related activities within College Ambassador Program
* Represents firm at campus events including career fairs, instructional/mock interviewing, banquets, and accounting organizations
* Responsible for inventory of firm recruiting collateral and promotional items, and assists with the review and updating of same to remain current with firm initiatives and data.\
* Responsible for firm wide recruiting budget inclusive of monthly oversight of current expenditures and recommendations for future recruiting expenditures
* Extensive regional travel to campuses required throughout the year with a high level of travel necessary in the Spring/Fall timeframe
* Develops and carries out staffing strategies to suit the needs of the firm to include temporary, contract, full-time, part-time, exempt and non-exempt hiring
* Effectively tracks and reports on hiring process

## Qualifications for talent management specialist

* Use your insight into the company to accurately report to management about employee performance
* Maintain the a close watch on the budget vs
* Be the front line when working with outside vendors, for delivery purposes
* Strong background in Human Resources with proven experience in talent development and management
* Able to design and implement new HR initiatives
* Experience working in a fast paced consistently evolving atmosphere