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# Example of Talent Specialist Job Description

Our innovative and growing company is looking to fill the role of talent 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 specialist

* Ensures affected functions or groups are identified and works with them to negotiate process changes, ownership of processes, and to manage project impact
* Collects integrated Talent Development data (e.g., succession planning, performance improvement planning, rotations, ) to provide to stakeholders
* Manages project lifecycles, including project scope, resources, schedule, initiation, start-up/design, building, and deployment to see projects from beginning-to-end
* Follows up with assigned resources formally (e.g., status meetings, ) and informally to continuously manage the productivity of the team, project timelines, and deliverables
* Balances multiple projects and deployment schedules to meet stakeholder goals and expectations
* Assist with the preparation of non-immigrant visa petitions (H-1B, TN, E-3)
* Track and communicate employee visa statuses and updates
* Archive immigration related files
* Organize and track legal fees and filing costs related to nonimmigrant and immigrant visa applications
* Provide Consular employment verification and related support letters to sponsored employees, as required

## Qualifications for talent specialist

* Experience managing a high volume of recruitment
* Additional European language – ideally French, German or Italian
* University graduate, HR Management academic qualifications are a plus
* A minimum of 3-4 years’ work experience in HR function, with a focus on Talent Acquisition activities
* Excellent English is required with a very good level of Italian
* Openness to frequent work travel and flexible work methods are a must