

## Job Description

**Position:** Talent Acquisition Specialist  
**Department:** Human Resources  
**Reports To:** Human Resources Manager

**FLSA Status:** Exempt  
**Date:** February 2026

---

### Scope

The Talent Acquisition Specialist is responsible for managing the full-cycle recruitment processes to attract, evaluate, and hire qualified candidates who align with Rantec's business needs and values. This role partners with hiring managers, HR, and leadership to understand staffing requirements, develop effective recruiting strategies, and ensure positive candidate experience throughout the hiring process.

### Essential Duties and Responsibilities, including, but, are not limited to the following:

- Coordinate with hiring managers to identify staffing needs in different areas and departments.
- Form close relationships with hiring managers to ensure clear candidate/interviewer expectations.
- Determine selection criteria for candidates by liaising with managers and other members of staff.
- Create and manage job postings (via Company's recruitment software) and job offers.
- Manage the approval process for posting jobs and job offers.
- Source applicants through online channels, such as LinkedIn, Career Builder, Monster, Indeed and other professional networks.
- Provide input into overall hiring strategy of the organization to ensure our teams consist of a diverse set of qualified individuals.
- Review and update salary requirements (salary ranges) for each position.
- Ensure the staffing needs of the Company are being met, with a long-term talent strategy in mind.
- Review the candidate pool - Identify and refine down the most suitable talent from available candidates.
- Assess candidates' information, including C.V.s., portfolios and references.
- Process candidates through the Company's recruitment software; ensure candidates are properly designated.
- Plan and schedule interview and selection procedures, including screening calls, assessments, in-person interviews, and interview debriefs.
- Create and implement end-to-end candidate hiring processes to ensure a positive candidate experience.
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
- Network with local schools and organizations (i.e., Society of Women's Engineers) – Goal is to create a relationship that provides a steady source of talent.
- Devise and implement sourcing strategies to build pipelines of potential applicants, such as employer branding initiatives.
- Update and maintain job descriptions and interview questions that reflect the requirements for each position and values of the Company.
- Lead Company's affirmative action plan efforts; work with 3<sup>rd</sup> party source to provide affirmative action data (applicant tracking system).
- Manage all compliance reporting including CA Pay Data, EEO-1, and VETS-4212 reports.
- Keep records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders.
- Ability to work flexible hours and/or different shifts, as needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

**Education and Experience**

- B.S. Degree in Human Resources or related field.
- 3 years of experience preferred as a Talent Acquisition Specialist, or similar role.
- Self-starter who thrives in a fast-paced environment and enjoys change.
- MS Office Required (Advanced experience in excel, intermediate experience in word and PowerPoint).
- Familiarity with social media, C.V. databases, and professional networks.
- Experience with full cycle recruiting, using various interview techniques and evaluation methods.
- Knowledge of applicant tracking systems.
- Experience in using various online channels to proactively source candidates.
- A keen understanding of the requirements for each role in the company.
- Proficiency in documenting processes and keeping up with industry trends.
- Excellent interpersonal and communication skills.
- Experience using human resources information systems or other HR technology such as: JazzHR, and Pay Factors.

**Physical Requirements**

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing, walking and climbing stairs daily to collect information from employees across numerous work sites.
- Frequently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction.

**Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious beliefs.**