

## JOB POSTING REQUEST FORM

| JOB DETAILS                                     |   |
|---|---|
| Reference #                                     | CP-183-2022   |
| Company Name                                    | Roadster Diner  |
| Industry  | Food and Beverage   |
| Vacancy   | Talent Development Specialist   |
| Number of vacancies for that position           | 1   |
| Job Type <i>(FT, PT, Contractual, Seasonal)</i> | FT , Contractual  |
| Major(s)  | HR or Business Administration/Management  |
| Degree  | BA or MBA   |
| Years of Experience                             | 4+ in talent development  |
| Location  | Bsalim, Centre Plaza  |
| Remuneration & Benefits                         | NSSF, Health Insurance ,Staff Discount  |
| Currency (LBP, Dollar, Lollar)                  | LBP   |
| Tasks & Responsibilities                        | <ul style="list-style-type: none"> <li>▪ Support the development, design, implementation, and delivery of talent development initiatives including, performance management system, 360 feedback and compliance training.</li> <li>▪ Work closely with the HRBP to facilitate and create individual and team professional development initiatives, which ensure a consistently high level of effectiveness across the organization.</li> <li>▪ Ensure consistency in performance management and talent reviews, through cross functional involvement by the HR and line managers.</li> <li>▪ Partner cross functionally with all relevant channels to design, build, and embed different talent development initiatives</li> <li>▪ Manage all administrative and logistical activities that support Talent development initiatives and processes.</li> <li>▪ Manage new employees' orientation on monthly basis. Work with all departments to ensure program is relevant and meaningful to the new joiner.</li> <li>▪ Assist in developing new and/or updating existing training manuals/plans.</li> <li>▪ Prepare and provide all Training Manuals to New branches Openings.</li> </ul> |

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- Plan and maintain talent development calendar, capture and analyse outcomes of training, monitor progress and make recommendations for process improvement.
- Create and facilitate learning environment and experience for all participants.
- Maintain and update talent development metrics and reporting.
- Manage initiative budgets and ensure expenses follow the appropriate policies and required procedures.
- Coordinate with the HRBP in order to develop training strategies and budgets.
- Establish relationship with key internal and external stakeholders to ensure that talent agenda is driven as a business priority.