



**JOB TITLE:** Talent Advocacy Manager

**Location:** San Jose (Hybrid)

**Salary Range:** \$120,000-\$150,000

**Position type:** Contract to Hire

**About LEOTEK:**

We are a leading provider of high-quality LED street, area, site, and traffic signal lighting solutions. We are committed to driving innovation and sustainability through our products, services, and customer support, serving both public and commercial sectors. We are currently transitioning into an IoT solutions and Data Management Systems (DMS) provider, leveraging street lighting technology and lighting grid infrastructure as its foundation.

**About The Role:**

The Talent Advocacy Manager will be responsible for developing and executing strategies to enhance our employer brand, foster employee engagement, and optimize talent acquisition efforts. This role requires a strategic thinker with a strong ability to collaborate across teams and drive initiatives from conception to implementation.

**What You'll Do:**

- **Employer Branding:** Develop and execute a comprehensive employer branding strategy to attract top talent and position LITEON & LEOTEK as an employer of choice.
- **Employee Engagement:** Foster a positive and inclusive work environment by developing, implementing employee engagement programs, and promote diversity, equity, and inclusion (DEI) initiatives within the organization.
- **Talent Acquisition Partnership:** Collaborate closely with the Talent Acquisition team to enhance the candidate experience and support in optimizing sourcing strategies.
- **Learning & Development Strategy:** Develop and implement a strategic learning and development roadmap to upskill employees and support business objectives.
- **Talent Advocacy:** Champion the needs and interests of employees by actively seeking feedback and implementing improvements.
- **Data Analysis and Insights:** Utilize data analytics to measure the effectiveness of talent advocacy initiatives, identify areas for improvement, and make recommendations.
- **Project Management:** Oversee the planning, execution, and evaluation of talent-related projects and programs

**Who You Are:**

- Bachelor's degree in human resources, marketing, or a related field.
- 7+ years of experience in talent acquisition, employer branding, or employee engagement.
- Strong communication and interpersonal skills.
- Proven ability to build relationships and influence stakeholders.
- Experience with social media and digital marketing.
- Strong analytical and problem-solving skills.
- Ability to analyze data and use metrics to drive decision-making.
- Passion for building a world-class employer brand and attracting top talent.
- Demonstrated ability to thrive in a fast-paced environment, prioritizing and managing multiple projects with dexterity.



- 
- Proficient in Applicant Tracking Systems (ATS) and other relevant recruitment technologies is a plus.
  - Fluency in Microsoft Office and/or other applications to streamline communication and complete tasks.

**Travel:**

- Moderate (once a quarter)

**Benefits at LEOTEK:**

- Medical, Dental, Vision (employee premiums covered at 100%)
- Medical Gap Insurance
- Life Insurance
- FSA (health care/dependent care)
- 401K matching
- 11 paid holidays annually
- 15 days PTO annually

Leotek Electronics USA LLC is an equal-opportunity employer and is committed to providing a workplace free from harassment and discrimination. We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, and make all employment decisions without regard to any protected status.