

Talent Acquisition & HR Specialist

Do you dream of using your HR superpowers to make a real impact? Are you ready to lead the charge in building a high-performing, mission-driven team? If you're nodding emphatically, we need you to be our Talent Acquisition & HR Specialist!

Why HiViz is a great place to work: it's about more than the product or the work. We're about the mission. Every day, your work will contribute to ensuring first responders can save lives. We also know that when you love what you do and you're well supported, you will do your best work.

Here's how we help make that happen:

- **Purpose driven work:** The gap between your effort and the difference it makes in the world is very small. You directly help first responders save lives every day.
- **High-energy culture:** We take what we do seriously, but we don't take ourselves too seriously. We're fast-paced, energetic, driven and willing to be scrappy. And we have a lot of fun, while making a difference.
- **Room to grow:** As we grow, you will too. We're all about leveling up.
- **Competitive perks:** From competitive pay to generous vacation, 401k with match, health, dental, vision & life insurance, there are a lot of perks about working at HiViz. But above it all, we consider our meaningful mission and healthy culture to be the biggest perk about working at HiViz!

What You'll Do:

Talent Acquisition:

- Architect our growth: Design and implement a talent acquisition strategy that attracts the best of the best (we're talking A+ players here).
- Partner with the pros: Work with senior leaders to anticipate hiring needs and build a proactive workforce plan.
- Think outside the box: Use creative sourcing techniques to connect with diverse, top-tier talent and make sure the world knows we're the place to be.
- Data wizardry: Analyze recruitment data to make better decisions and share your insights with leadership.
- Candidate experience ninja: Manage the recruitment process from job postings to coordinating final interviews and everything in between.

Human Resources:

- Welcome our new team: Lead the onboarding process and ensure new hires feel like part of the team from day one.
- Be the benefits whisperer: Oversee employee benefits and ensure our team feels supported with competitive perks.
- Keep us legal and ethical: Stay on top of labor laws and compliance, so we're always operating above board.



- Salary savant: Benchmark salaries to ensure we're compensating our team fairly while staying competitive.
- Policy wizard: Create, update, and communicate HR policies to ensure clarity and alignment with company culture.
- Problem solver: Be the go-to resource for mitigating risks, solving challenges, and maintaining a positive work environment.

What You Bring to the Table:

- 3+ years of experience in talent acquisition and/or HR, (extra credit if you've worked in a fast-growing environment).
- A proven track record of building and scaling recruitment strategies that work.
- The ability to connect with people at all levels (people should love talking to you!).

Interview Process: We're a high-performance minded team, and we want to make sure we're a good fit for you, as much as you are for us! Therefore, we spend just the right amount of time on our interview process. Here's what you can expect (we may deviate at times!)

1. Interview with HiViz Team Member
2. Interview with Department Leader
3. Panel Interview with HiViz Leadership Team
4. Social team meet and greet
5. Assessments & Background check

If you're ready to lead the charge in building a powerhouse team and shaping the future of a mission-driven company, we'd love to hear from you. Let's change the world together—one hire at a time.