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# Example of Career Coach Job Description

Our innovative and growing company is hiring for a career coach. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for career coach

* In case of needed, he/she will conduct joint field work with the advisor
* Organize specific events for the CEO program such as awards presentation, recognition events
* Provide feedback to the company for the program so that the program can achieve the desired business impact
* Other administration works and operational duties related to this program
* Deliver monthly coaching sessions for all customer facing Customer Service Representatives (CSR)
* Provide individual metrics and performance feedback
* Develop and implement a monthly CSR scorecard
* Collaborate with other Quality Coaches to calibrate coaching feedback
* Partner with Supervisors to recommend talent development opportunities and address performance outliers
* Partner with Trainer to develop and rollout additional trainings for process changes or process improvements

## Qualifications for career coach

* Has a high Business Acumen, understands all processes from a Customer’s RFQ/PO, through Manufacturing, to Account Receivables
* Has led at least 10 improvement projects in non-manufacturing transactional processes
* Has led cross-function teams and demonstrated to align team objectives with the goals of the organization
* Has implemented “Cultural” change in an organization
* Minimum 5 years as an Engineer in Lean Manufacturing
* Familiarity with the web development and/or user experience design landscape