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# Example of Specialist Corporate Job Description

Our innovative and growing company is hiring for a specialist corporate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist corporate

* Familiarizing yourself with diversification of global capital markets and their impact on your daily business
* Supporting and/or leading projects that contribute to service quality improvements to ensure client satisfaction
* Partners with Senior Talent Development Consultant in planning and facilitating in person and virtual weekly new hire orientation and benefits overview, biweekly follow up conference call, and weekly new hiring manager briefing
* Facilitates front level manager training, preparing plans according to adult learning theory and providing a high-impact, interactive environment
* Interacts with Talent Development Intake team to assess business needs and create appropriate training programs to align with these needs, focusing on driving and measuring results for the business
* After training has been performed, tracks and analyzes learning curriculum effectiveness through evaluation techniques
* Assists Design team in the development of additional content, and delivers that content, as assigned, to support any training needs identified by the business
* Develops professional relationship and communicates effectively with all members of Talent Development team, HR Business Partners and other functional areas of HR, subject matter experts, and business leaders
* Assumes responsibility for ongoing development, researching industry standards and best practices and embracing new technologies, and increasing knowledge and skills in Adult Learning and Training
* Collaborates with the Design team to research and develop new front level manager training curriculum that is consistent with current trends and best practices, and that include experiential and/or participatory learning that supports understanding, skill development, and application

## Qualifications for specialist corporate

* Strong platform facilitation skills to present content and facilitate training
* The desire and ability to learn new tools quickly
* Self guided and self motivated
* The applicant must have 1-2 years’ experience with Corporate Actions Processes
* Minimum of five years insurance/risk management experience in a corporate setting
* Working knowledge of insurance and reinsurance markets expected