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# Example of Talent Coordinator Job Description

Our company is looking to fill the role of talent coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for talent coordinator

* Manages the internal Talent Development inbox – responding to ongoing employees’ questions and requests
* Responds to all learning and development requests by working closely with the team and across the global People department
* Organizing and updating all Production Docs for Talent Manager and Sr
* Collaborates with food and beverage team and other departments
* Provide first-level responses and resolutions for guest/talent issues or concerns as a first-level
* Work closely with the Talent team to execute and improve programs to find top talent
* Schedule and facilitate phone, onsite, and remote interviews
* Collect and send interview feedback to respective interviewers
* Update/post job descriptions to JAZZ and other job boards as necessary
* Work with Talent team to maintain recruiting status spreadsheet shared with senior management

## Qualifications for talent coordinator

* Knowledge of recruiting and legal employment practices, procedures and Federal/State labor laws helpful
* Facilitating the candidate's onsite experience in all our global offices
* Have responsibility for posting new jobs to both internal and external job boards
* Intermediate skill level with Google Calendaring and Email or Workday is strongly preferred
* Intermediate skill level with Google Calendaring and Email, Lever, Docusign or Workday is strongly preferred
* Conversational Spanish language proficiency preferred