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# Example of Talent Development Coordinator Job Description

Our growing company is searching for experienced candidates for the position of talent development 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 development coordinator

* Monitoring and managing the training inventory – Training/ program materials, stationary
* Support the execution of the PCM, Compliance training & Succession Planning processes by generating reports and other related activities
* Use onboarding data systems and resources to troubleshoot and remove defects from new leader and associate onboarding
* Maintain all web, Wiki, and SharePoint sites other communication systems with current and accurate information about programs, events and performance support materials
* The Animation Talent Development Coordinator will provide departmental support for the Animation Talent Development department
* Design flyers and assist in other graphic design projects
* Add and update artist information in database
* Send out artist tests, organize and update artist test trackers
* Assist in curating and coordinating internal and external events
* Assist in reviewing online applications and portfolio review days

## Qualifications for talent development coordinator

* Previous experience in HR a plus
* Strong communications skills, verbal and written, the ability to edit and proofread
* Ability to prioritize tasks and strong analytical skills
* Interested in learning new technology and productivity tools
* Flexibility, detail orientation, positive attitude, demonstrated communication effectiveness
* An innovative spirit