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# Example of Talent Development Coordinator Job Description

Our company is growing rapidly and is looking to fill the role 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

* Regularly present organizational health, performance development and talent management system content to the Human Resources community, both in person and virtually
* Notify studio staff of events (through flyers, emails)
* Meet talent at the studio and provide studio tours when necessary
* Conduct follow-up on files assigned to the incumbent
* Respond to internal requests from the departments with which the team collaborates
* Follow up on various questions or requests for information from employees
* Assist team members in the preparation and organization of events related to their field of activity
* Enter data in the internal HR system (HRTB)
* Update various data related to the files to be processed, the databases and tools
* Handles the logistics setup and tear-down for training sessions held at the corporate office or at offsite locations including scheduling rooms, room arrangements and room contracts

## Qualifications for talent development coordinator

* 1-2 years of recruiting, training and/or event planning experience
* Strong interpersonal skills, ability to communicate effectively and adapt communications as needed
* Strong capacity to interact with front office staff and functional partners, managers and Executive Board members
* A motivated, self-starter with ability to highlight issues and identify and implement solutions
* Track, summarize and analyze data/metrics related to HR operational processes and activities to identify problems and areas for improvement with the aim of taking corrective actions
* Deliver best in class HR support and services for the HR Global and Regional community, business managers and employees