



Example of Career Coach Job Description

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Our innovative and growing company is looking to fill the role of career coach. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for career coach

- Conduct the recruiting briefing section which is expected to be conducted once every week, starting from 2017
- To be the ITC class coordinator to ensure the class is conducted smoothly and the content is right
- To run the 90 days follow up program and we need two team members in each section
- The 90 days follow up program will be conducted from week 3 to 12 and each week will have 2 morning sections
- To be the class coordinator in the Intermediate Course (month 4 to 6, one half day section per week), and coordinate the speaker and facilitate the learning in this course
- To be the class coordinator in the Advance Course (month 7 to 12, one full day section per month), and coordinate the speaker and facilitate the learning in this course
- To conduct the one to one PEP or the small group PEP with the CEO advisors
- To conduct the Sales Builders program once every month
- To support the manager training as coordinator and trainer
- To communicate with the agency management staff and the district heads about the progress of their CEO advisors and get the feedback from them

Qualifications for career coach

- Will become the definitive voice of sports opinion in Springfield through columns, social media and other opportunities

- Additional qualifications such as previous experience in Innovation Lab and International Business management, especially innovation management are preferred
- Bachelor Degree in Industrial Engineering or related discipline preferred, with experienced working history
- Lean Bronze, PDCA , VSM , Statistical Process Control, SMED , ergonomic analysis, decision time and motion Understanding ROI Tool
- Persuasive and assertive communication skills