



Example of Coordinator Executive Job Description

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Our company is hiring for a coordinator executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coordinator executive

- Assist in aggregating data regarding executive recruitment, retention, and performance
- Partner with the Senior Executive Recruiter and other key Talent Management team members to leverage internal tools to identify top internal candidates for executive role
- With minimal input from recruiters, independently orchestrates and manages all aspects of the interview process including schedule document preparation and delivery
- Responsible for the scheduling coordination of candidate assessments (Manager Ready, DDI,) and distributing results as appropriate
- Partner with executive recruiters to manage recruiting process
- Build and maintain strong relationships with business participants and administrative professionals
- Act as primary point of contact for the executive
- Exercise proactive, detailed and accurate calendar management for the executive with minimal direction
- Prepare correspondence, reports and presentations
- Manage electronic and hard paper files for the executive

Qualifications for coordinator executive

- Individual must be proactive/take initiative
- Bachelor's Degree or equivalent or military experience
- Prioritize mail, review and respond to voice mail and email messages, and

- Manages heavy calendaring, including coordination and rescheduling of appointments for executive team
- Facilitates conference calls, video and data conferences, on-site and off-site company meetings and events
- 2 years related marketing experience, or a combination of relevant education and experience