



Example of Coordinator People Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of coordinator people. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator people

- Support all philanthropic and engagement events for corporate and PFS-specific initiatives
- Active participant on the NJ Employee Engagement Committee
- Ensure a consistent and successful onboarding employee experience for new hires
- Create a strategy based on design's vision, business needs and hindsight's including outline of travel and other required resources and setting of blueprint for the Sample Room and Allocation Plan report
- Develop and manage raw materials, research and development of all pre-style development including
- Collaborate with team and BD as needed to provide final allocation to merchants once intent to buy has been communicated from merchants
- Responsible for overseeing and executing the background process for each candidate in regards to reviewing the final report from background vendor and determining the final disposition for background
- Coordinate internal/external requests for employee information, changes and updates
- Ensure effective on boarding of new employees and transferred employees
- Partner with Global People and Development Management to ensure that Global People and Development is viewed as a key business partner by building strong relationships with all external and internal customers

Qualifications for coordinator people

- Four (4) or more years of experience in an apparel product development role with strong knowledge of garment construction, global raw material procurement, and manufacturing
- Mentoring or leading junior team members and/or management experience is a plus
- Detailed oriented – responsible for reporting
- Understanding of Time and Action Calendar, speed to market experience a huge plus
- 3 + years of progressive experience in production positions