



# Example of Corporate Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of corporate specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate specialist

- Perform the internal acceptance testing and ensure validation of the requirements of LEA tools and platforms
  - Assist with external customer quality audits and any follow up investigations
  - Provide expertise and direct support for individual site and/or business quality certifications
  - Maintain and revise quality training curriculum and standards for quality leaders and auditors
  - Serves as subject matter expert (SME) on at least one critical business function and as back up SME on critical business functions
  - Draft press releases, blog posts, media pitches, speaking abstracts, award submissions, and other press materials as appropriate
  - Support green production efforts on film and television productions by onboarding personnel, lending ongoing support and troubleshooting issues throughout pre-production, production and wrap
  - Coordinate or assist with planning and executing large, annual activities, such as Earth Week and Impact Giving Program events, regular turnkey events to support corporate responsibility programs
  - Identify internal marketing and communications opportunities for corporate responsibility/sustainability programs and initiatives
  - Administer the Time Warner Green Scene internal social media platform by updating the content management system, generating promotional emails, intranet posts
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- Must be a consistent high performer
- Expertise in ISO 9001 and working knowledge of ISO/TS16949, ISO13485 Quality Management Systems and ISO17025 Laboratory Management Standards
- At least three years in a quality or process improvement role
- Cross functional experience highly preferred
- Minimum 1 year of relevant work experience, knowledge about Corporate Actions would be an asset
- Handle the Customer Inquiry (CI) and Plan of Action (POA) process and activity as it relates to supporting customers and customer specific account locations that may be having issues that could adversely impact the longevity of our relationship with a particular customer