



Example of Corporate Specialist Job Description

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Our company is hiring for a corporate specialist. 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 corporate specialist

- Ensure monthly reporting of LEA events to the BICS management
- Be prepared to travel occasionally
- Guide and coordinate various internal and external teams to meet program objectives
- Is a "champion" of a sales and service culture ensuring prompt, efficient, and exceptional customer service
- Is responsible for building relationships with customers --internal and external
- Ensures core curriculum is current and implemented including employee onboarding and orientation
- Ensures adherence to all banking regulations
- Is a role model, coach and mentor to team members
- Actively demonstrates a commitment to the Company's core values
- Maintains successful working relationships with team, the bank, and the community

Qualifications for corporate specialist

- Must be a team player, with the ability to adapt to a variety of situations and work effectively with people from across the company, including senior management
- Bachelor's degree from a four-year college or university and 1 to 3 years of sales experience, preferably within the cruise or travel industry, is required

- Ability to assess complex situations and make logical decisions in a diverse environment under the pressure of deadlines
- Advanced knowledge and understanding of the product, terms and conditions for contracted groups, corporate and brand policies, key selling attributes and the ability to guide clients to the most competitive option
- Ability to build and maintain successful business relationships with both external customers and internal colleagues to successfully close business