



Example of Corporate Specialist Job Description

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Our growing company is looking to fill the role of 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

- Design & update training curriculum
- In conjunction with the Corporate Training Manager, conduct a semi- annual organizational (knowledge/ skill gap) needs assessments to identify and address outstanding Corporate Training needs
- Counsel individual employees and departments on appropriate training programs/classes to fulfill training/education needs and where appropriate, develop appropriate program(s) to address need
- Manage the training records and LMS process for corporate training offerings
- Benchmark MBUSA corporate training offerings against other luxury brands that provide best in class customer & employee experiences
- Participate in vendor evaluation and selection process, where applicable to ensure finished product meets business needs and delivers on training objectives
- Design space plans in AutoCAD for new locations or reconfigure existing corporate locations
- Manage small projects for furniture reconfigurations and acquisitions
- Coordinate move efforts for all corporate locations
- Work in conjunction with IT resources to create supporting documentation and drawings, move guides and schedule move vendor for appropriate service support

Qualifications for corporate specialist

- Run Reporting – run queries, validate accuracy and deliver customer specific reports
- Establishing processes
- Able to work independently collaboratively in a collegial fast-paced environment
- Bachelor's in business, contracts administration, legal studies, English, or a related field
- Responsible for the compilation and input of payroll transaction types and changes into a computerized payroll system
- Maintains the highest level of confidentiality of all information