



Example of Engagement Associate Job Description

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Our company is growing rapidly and is looking for an engagement associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for engagement associate

- Create and maintain a central filing system for the department and/or team
- Review and distribute incoming mail
- Maintain department or team databases and tracking systems
- Monitor office supplies, anticipate needs, and place orders as needed
- May be responsible for the production of webinars and all related logistics
- May deal with confidential issues and information
- Project development and management of intra- and inter-departmental, , external initiatives, meetings, events, conferences, grants, promotion, for the department and team
- Assist with switchboard coverage
- Coordinate new department and/or team member training and assistance, , creation of onboarding schedules
- Develop and support a company-wide Employee Engagement strategy

Qualifications for engagement associate

- Minimum five years of administrative or related work experience
- Measure, evaluate, report, and present on the effectiveness of engagement programs to ensure they are delivering results aligned with the success criteria
- Serve as an advisor to senior management, HR teams, Engagement partners, and employees on Engagement strategy
- Bachelor's degree in Organization Development, Human Resources, Business

- Strong organizational skills, including multi-tasking capabilities, priority setting, and meeting deadlines
- Self-motivated, proactive, collaborative with an attention to detail and accountability for results