



Example of Programs Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of programs coordinator. 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 programs coordinator

- Create and maintain HR programs related internal and external sites using SharePoint, Yammer
- Acts as a super-user for the matching contributions and engagement survey tool
- Assist and/or take ownership of creating and implementing training and events
- Coordinate firm-wide or local office programs or events
- Create and generate scheduled and ad hoc reports
- Act as point of contact for operational items including, but not limited to people team related memberships (Catalyst, CEB, Conference Board, Diversity Best Practices,) and purchasing card activities
- Collaborates in the development and implementation of all phases of HR programs and projects
- Creates and maintains HR programs related internal and external sites using SharePoint, Yammer
- Creates and implements training and events
- Creates and generates scheduled and ad hoc reports

Qualifications for programs coordinator

- Remarkable attention to detail and a flare for follow-through
- A flexible schedule with the ability to work weekends/odd hours

- Owns operational items including, but not limited to people team related memberships (Catalyst, CEB, Conference Board, Diversity Best Practices,) and purchasing card activities
- Work in partnership with the Manager, Exclusive Services Programs to coordinate and support all ICON programs and initiatives
- Participate in the updating and distribution of Exclusive Services internal program materials and policies