



Example of Talent Coordinator Job Description

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Our company is growing rapidly and is hiring for a talent coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for talent coordinator

- To ensure that the HR officer reads the hotel's Employee Handbook and have an understanding of and adhere to the hotel's rules and regulations and in particular, the policies and procedures relating to Fire, Hygiene, Health and Safety
- Support senior level employment representatives in the execution of standard aspects of recruiting, including developing candidate pools, evaluating resumes, screening candidates, sharing candidate pools, and managing referrals
- Recruit for job families and build talent pipelines
- Develop applicant pools continuously using advanced web-based recruitment methodologies, including Internet, database, and social network searches
- Assist with job fair coordination (virtual or in person), as needed
- The Talent Coordinator will report to and be responsible for support to the VP of Talent at TCM/FilmStruck and work closely with internal departments including Production, Programming, Marketing, and Public Relations to develop and maintain positive relationships with TCM/FilmStruck talent, prospective talent and the entertainment executives
- Aiding in the development process by researching w/ VP of talent in scouting for new potential TCM/FilmStruck hosts/talent-this includes and is not limited to-- celebrities, movie fans, academics, and social media influencers
- Coordinating and facilitating w/ VP the talent booking for TCM/FilmStruck content/shows
- Work on the TCM film festival on talent ideation, booking, and assisting VP of

- Supporting the day to day activities of the VP of Talent scheduling meetings, creating and organizing department documents, prepare and process expense reports through Concur, greeting guests, correspondence other special projects/research

Qualifications for talent coordinator

- Ability to prioritize competing request with professionalism
- Maintain General Manager selection program reporting and metrics
- Coordinate the onboarding of new Field leaders (FCs, RMs and DOs)
- Manage BWW Careers calendar and mailbox
- Support Talent Acquisition expense management by applying the proper codes to all incoming invoices correctly and efficiently
- Additional administration and/or coordination support as needed