



# Example of Talent Development Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of talent development coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for talent development coordinator

- Monitors Talent Development email inbox to ensure timely responses to inquiries
- Updates and manages LMS database
- Performs advanced word processing and spreadsheet applications, prepares letters, memos, reports, proposals, presentations, minutes of meetings, numerical data, tabular information, charts and forms
- Proofreads and corrects written material for correct grammar, spelling, punctuation, and content
- Act as Talent Solutions administrative liaison to vendors (e.g., Insights, CEB) as needed
- May sort, process and route incoming and outgoing mail to maintain natural work flow and communications
- Maintains data on executive coaching program, including menu of coaches, resource allocation, billing
- Provide back-up support to other Human Capital Administration Assistants as needed
- Assists the program coordinator and senior administration in the Center, as needed, in developing short- and long-term plans for the program and the Center allowing the Center to further its mission
- Run reports associated with established metrics

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- Update website content assuring the quality of postings and processes for multiple websites
  - Identify vendors and administer the procurement and vendor contracting process
  - Draft marketing materials, emails, and other types of correspondence
  - Schedule related logistics of trainings and programs
  - Create, implement, and manage a process for registration
  - Provide support and other back-up to other coordinators as necessary