Example of Talent Development Coordinator Job Description

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Our company is growing rapidly and is hiring for a talent development 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 talent development coordinator

- Maintenance of headcount framework, updated daily and reported on weekly to all stakeholders
- All offer processing via Taleo/IRecruitment, writing of hiring justifications
- Liaison with HR regarding start dates, employee ID's, SSO's
- First point of contact for inquiries regarding development activities
- Partner with recruiters to assist and support recruiting activities, including posting job requisitions, screening resumes, phone screening for qualifications, tracking and reporting recruiting activities
- Arrange for special requests
- Execute and improve upon core recruiting and development processes
- Support delivery of programs, including setting up classrooms, interfacing with internal and external facilitators, trouble-shooting in the classroom
- Provide day to day support for talent processes including talent reviews, succession planning, career pathing, and leadership and career development programs and workshops
- Track initiative attendance

Qualifications for talent development coordinator

- Ability to multitask, shifting between multiple priorities and tasks with a high degree of accuracy

- Manage queries from OSA re new hires, training numbers, planning
- Scheduling of all Training Assessments from both BDG Manager and BDC
- Coordination of all assessment feedback and communication of results following formal training programmes