



Example of Talent Management Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is looking for a talent management 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 management coordinator

- Track project management benchmarks and update project plans
- Work with various departments to coordinate the production and distribution of talent profiles and organizational successor charts, performance reviews and other electronic performance and talent related documentation
- Maintain talent and performance system and data including testing, researching issues, and implementing changes
- Assist in producing talent and performance guides and materials for internal business partners, including executives
- Collect and analyze talent and performance data for accuracy, completeness and resolution in order to compile and report results from talent and performance meetings, documents and systems
- Schedule and coordinate materials for Talent Assessment and Performance Management Committee meetings, including updating and maintaining electronic files, system access and developing/maintaining communication tools
- Support team members in coordinating department activities and other related projects
- Update and maintain department Website
- Track, communicate and support performance and talent resources and events
- Monitor the Recruitment and Learning & Development Inboxes and provide

Qualifications for talent management coordinator

- Experience in Cornerstone On Demand LMS Module (P)
- You'll keep us organized and operating as efficiently as possible, making sure that we avoid delays and make our processes efficient and professional for both candidates and our business leaders
- Administrative and transactional work
- Beginner to intermediate proficiency in Microsoft Sharepoint strongly desired
- 1-3 years' relative work experience required
- Established ability to professionally communicate, both written and verbally, with all levels of the organization in a global environment