Part-Time Talent Systems Coordinator

To coordinate data entry and routine reporting for the Learning Management and Applicant Tracking systems. Position is located in Pittsburgh, PA, and is 20 to 25 hours per week. Afternoons preferred.

The Company:

Two simple words remind us that great ideas shatter expectations.

Two simple words set Ketchum apart.

break through

When we say break through, it means our employees work to create the changes our clients seek, to exceed their expectations, and to bring tangible benefits to their business and fulfillment to our own careers. This belief has led to enjoyable and long-standing relationships with our clients, who entrust us with many of the best-known brands in the world, and with the up-and-comers that will be tomorrow’s top brands. It’s what sets Ketchum apart, what attracts people to Ketchum, and what makes them want to stay!

Additional information on Ketchum and its award-winning work can be found at www.ketchum.com.

The Position:

• Coordinate and report data for the Learning Management System (LMS) including:
  o Create and update employee classes, events, tracks, sessions enrollments, class attendance, and enrollment lists on LearnCenter homepage
  o Generate and distribute surveys to employees after class completion
  o Aggregate, analyze, and report employee survey results
  o Generate Foundations attendance reports
  o Provide back-up support for facilitating Foundation sessions
  o Create and send system generated enrollment communication messages as needed
  o Assist TS Administrator with testing system upgrades and online course development
  o Resolve employee/customer services issues
  o Assist TS Manager with implementation and testing of new software including any data entry requirements
  o Other special projects as assigned

• Coordinate and report data for the Applicant Tracking System (ATS) including:
  o Create and update job descriptions in the Job Library as requested by recruiters
  o Create and distribute weekly open positions report
  o Delete email messages from Recruitsys e-mail account on weekly basis
  o Check Ketchum’s “Resume Help” e-mail address to answer or forward as appropriate
  o Maintain hiring managers list in ATS – adding new managers as requested and auditing quarterly
  o Maintain department/practice list in ATS as needed
  o Resolve recruiter/customer service issues
  o Assist TS administrator with testing system upgrades
  o Assist TS Manager with implementation and testing of new software including any data entry requirements
  o Other special projects as assigned

• Minimum Qualifications:
  o Bachelor’s degree (B. A.) from four-year college or university and one to two years of related administrative/coordinator experience
  o The ability to function as a team player in an environment dedicated to providing excellent customer service.
  o Proven ability to multi-task in a fast paced office environment
  o Excellent organizational skills and attention to detail

Click here to submit an application. No resumes will be considered via any other source.

EOE/AA M/F/V/D