Job Description -- Staffing Coordinator

Key Results Expectations
- Provide outstanding customer service to all stakeholders (both internal and external - customers, candidates and field employees)
- Create a "candidate experience" that demonstrates both value and appreciation for candidates and field employees (candidates who are placed on projects)
- Embrace a continuous improvement environment
- Create a "customer experience" that demonstrates both value and appreciation for all clients

Key Action Expectations
- Execute full life cycle recruitment activities to attract candidates to fill specific job openings, including job postings, sourcing, job fairs, community events, working with state agencies, and other methods
- Adhere to company quality standards as it relates to identifying the best candidate (skills/experience and cultural fit) for client requests
- Collaborate with team members on successful recruiting and service strategies

Supervisory Responsibilities:
None. Staffing Coordinators may assist the team with interaction with Field Employees as needed.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
Must Haves:
- 1-3 years of experience in B2B or B2C environment
- Outstanding verbal and written communication skills
- Ability to multi-task and work in a fast-paced environment
- Experience delivering "high touch" service to all stakeholders
- Experience with an ATS/CRM application i.e. Salesforce, NetSuite, etc.
- Familiarity with MS Office (Excel, Word, PowerPoint)
- Bachelor's Degree preferred

Nice to Haves
- Staffing industry or recruiting experience

Reasoning Ability:

Ability to use sound reasoning and judgment. Ability to know when a situation merits utilizing additional resources (management, human resources) before taking action.

Language Skills:

Ability to read, analyze, and interpret general business information. Ability to write clear, concise, and accurate documentation. Ability to effectively present information and respond to questions from Field Employees, Clients, and the public.

Mathematical Skills:

Ability to apply concepts of basic addition, subtraction, multiplication, and division.

Computer Skills:

Knowledge of Outlook; database programs; Payroll systems; Excel, Word, and Power Point

Other Qualifications:
- Must be able to drive a personal vehicle to Company and client locations, job sites, networking functions, and meetings in other locations
- Must meet the Company's criminal background and driving record check standards
- Must agree to terms of the Confidentiality Agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

Staffing Coordinators generally work in an office environment. Staffing Coordinators may visit a variety of job sites with varied work environments and are expected to follow the safety requirements of each environment.

I have read the job description for the Staffing Coordinator position and agree that I understand and can fulfill the expectations of the position.

_____
Team Member Name (please print)

_____
Team Member Signature

_____
Date