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# Example of Coordinator Recruiting Job Description

Our company is growing rapidly and is looking for a coordinator recruiting. 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 coordinator recruiting

* Manage and send welcome email to new hires along with hire letters and new hire documentation
* Collect and review all new hire paperwork for headquarters and international staff
* Follow up and communicate to new hires on missing paperwork
* Create new hire folders prior to handing over new hire paperwork to HR Partner team member
* Schedule individual meetings to collect new hire paperwork for headquarter off-cycle hires as necessary
* Provide general administrative support to Talent Acquisition team on scheduling interviews, travel arrangements and processing of travel expense reimbursements for headquarter candidates
* Complete special pay paperwork for new hires/transfers/promotions as part of the offer terms
* Process temporary housing requests for headquarter new hires as requested
* Process background checks for interns and candidates as requested
* Develop monthly Monkey Survey with the guidance of Director, Talent Acquisition

## Qualifications for coordinator recruiting

* Assist Talent Acquisition Coordinator (TALEO) in posting jobs
* Manage submission of English job postings needed for French translation
* Provide back up support to Talent Acquisition Coordinator in generating weekly report and other reports
* Communicate effectively with hiring managers and candidates throughout the entire recruitment process
* Ensure ATS (ADP VirtualEdge) is accurately and promptly updated with all applicant data as required
* Create requisitions and postings in ATS for all positions within assigned region