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# Example of Coordinator Recruiting Job Description

Our growing company is looking for a coordinator recruiting. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator recruiting

* Generates offer letters
* Establishes a relationship with every candidate assigned to them, educates the candidate and prepares them for employment
* Guides candidates through pre-employment paperwork, ensures all documents are filled out correctly and all information requirements are met
* Initiates and follows up on background checks and schedules drug screens
* Liaises with Security and ensures candidates are staying on track to meet security paperwork timelines
* Coordinates start date with Operations team and HR
* Responsible for generating and managing the background verification/pre-employment process
* Maintain and update the Applicant Tracking System
* Participates in the coordination and implementation of cross-functional process improvement opportunities in a fast-paced environment
* Randomly audits requisitions opened on a monthly basis for compliance

## Qualifications for coordinator recruiting

* You have experience with Gmail, Google Calendar and Google documents
* You are looking for a chance to begin (or continue) your career in the Recruiting field
* You can discuss specific instances where you needed to be resourceful, focused, a team player, and sole contributor
* This is a 24/7 job in the sense it may be necessary to work after hours and some weekend hours to complete the job
* Approximately 20-25% travel time required throughout Western region, can increase to 50% during peak hiring season
* Microsoft Outlook, Word, Excel, PowerPoint, Taleo, Job Boards, LinkedIn, Boolean searches, Social Media Networks (preferred)