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# Example of Coordinator Recruiting Job Description

Our innovative and growing company is looking for a coordinator recruiting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator recruiting

* Create and implement a fun and informational Onboarding process for all new employees
* Engage in the organization of special events, meetings and team building, providing creative input that will develop strong employee engagement
* Own the full Onboarding and compliance process
* Create and route requisitions for approval
* Serve as a back-up to Recruiters for processing and administering hiring documents
* Maintain applicant files and ensure records are in compliance with company policies, practices, and applicable laws
* Collaborate and coordinate with Recruiters to support company-wide Talent Acquisition and Diversity services and initiatives
* Provide ad hoc reporting as requested by Recruiters and/or HR Leaders
* Provide overall support for special projects as requested
* Conduct requisition audit to ensure EEO and OFCCP compliance

## Qualifications for coordinator recruiting

* 1-2 years of in-house or agency recruiting experience
* 1-3 years experience working within a recruiting team preferred
* Excellent judgment with respect to confidential information
* 2 years of professional work experience in a fast paced, deadline drive environment
* Experience working with both HRIS and applicant tracking systems desired
* Experience working in a Recruiting and/or Human Resources department desired