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# Example of Employment Coordinator Job Description

Our innovative and growing company is looking to fill the role of employment coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employment coordinator

* Collaborate with hiring manager(s) in their decision-making regarding entire hiring process and approve/recommend final decisions
* Monitor critical pre- and post-employment processes including job offers, drug screens, physicals, and candidate notifications
* Evaluate recruiting and interviewing processes and makes recommendations for continuous improvement
* Coordinate the new hire orientation which includes preparing new hire orientation training schedule and assisting with welcoming activities
* Collaborate with management for placement of temporary workers to coordinate employment and administrative support for temporary team members
* Serve as a resource for the management and staff of Branch One, ensuring that all inquiries regarding policies, benefits, and procedures are answered
* Interpret and translate documents for all members of management and Spanish-speaking employees when needed
* Support the Medical Education Advisor to facilitate overarching view of therapeutic area, disease state, compound, available data, customer questions, life-cycle and external environment (including competitors) to contribute to the strategy / planning / execution scientific slides/slide modules
* Internal medical leaders, including medical launch leaders
* Internal physicians/scientists

## Qualifications for employment coordinator

* To support regional team in managing and coordinating Corporate Responsibility Projects, including managing Social Value Register
* Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions
* Proven work experience as an Employment Coordinator – (Healthcare background preferred)
* Bachelor’s degree in Human Resources Management, Organizational Psychology or relevant field
* Publication coordinators
* Other external-/internal-facing team members (medical liasons, medical information, ), and/or