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# Example of Employment Coordinator Job Description

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

## Responsibilities for employment coordinator

* Stay abreast of market pricing and pipe mill capacities
* Coordinate and negotiate claims against suppliers and their insurers
* Research the market for new stores and leverage Labor Analysis Scorecards (scorecards that predict how difficult it will be to source talent in the market) to identify key risks and develop mitigation strategies, market specific recruiting tactics
* Provide HR administration support to the wider HR department
* Arrange team POs, whilst working with the Procurement team to ensure the correct data and coding is applied
* Order stationery for the team
* Review all document templates
* Utilize Service Now to obtain and send associate changes within the team and to Finance/Payroll
* Keep role guidelines up to date
* Document all data the Finance/Payroll team requires for new joiners and changes

## Qualifications for employment coordinator

* Is creative and resourceful
* Proven experience managing and performing payroll processes, including timekeeping and leave auditing
* Demonstrated ability to evaluate, interpret, and implement policies and procedures relevant to payroll and employment for represented and non-represented employees
* Ability to provide effective advice and consultation to employees and supervisors on relevant policies and procedures, as applicable
* Knowledge of correct usage of English language, grammar, punctuation and spelling
* Excellent interpersonal skills and ability to interact constructively and collegially with a diverse population