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# Example of Recruiting Coordinator Recruiting Coordinator Job Description

Our innovative and growing company is looking for a recruiting coordinator recruiting coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for recruiting coordinator recruiting coordinator

* Gather documents necessary to close folder
* Create job postings as needed
* As needed, assist with screening candidates
* Act as the first point of contact with interview scheduling vendor during times of expansion
* Support on-boarding and reporting
* Work closely with candidates and clients to coordinate and manage interview schedules, on-site logistics for interviews and candidate travel arrangements
* Process Invoices/Requests for Payment for candidate expenses
* Work with admins on interview team availability
* Sourcing, identifying, and qualifying both active and passive candidates
* Utilizing Brassring ATS system, including adding candidate profiles, scheduling interviews, moving candidates through the workflow

## Qualifications for recruiting coordinator recruiting coordinator

* Confirm all new hires
* Assist in the build out of an internship program
* Assist with Immigration processing
* Prepare general reports and presentations upon request of H.R
* Flexible and positive when presented with challenges, changes and difficult situations
* Ability to perform multiple projects under tight competing deadlines