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# Example of Recruiting Coordinator Recruiting Coordinator Job Description

Our company is hiring for a recruiting coordinator recruiting coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for recruiting coordinator recruiting coordinator

* Assist with the day to day efficient operation of the Recruiting department
* Monitor and manage employee referral program
* Conduct relative internet research as requested to support projects and program initiatives
* Process employment verifications, credit checks, background checks, criminal checks and MVR requests
* Maintains, inputs, files and process all DOT qualification files per Federal Motor Carriers Safety Regulations
* Schedules Independent Contractor orientation
* Conducts presentation during orientation
* Coordinates special projects and events pertaining to application approval
* Schedule interviews and communicate interview details
* Meet and greet and guide candidates during on-site interviews

## Qualifications for recruiting coordinator recruiting coordinator

* 1+ yrs of experience in an administrative or coordination role
* Experience using Recruiting technologies
* A strong desire to be part of a HR/Recruiting organization
* Ability to independently manage many tasks at a time
* Impeccable discretion and independent judgment with respect to confidential information and awkward matters
* Proven ability and willingness to assume sole and independent responsibility for many simultaneous projects, from conceptualization through implementation and on to final wrap up