Downloaded from <https://www.velvetjobs.com/job-descriptions/recruiting-coordinator>

# Example of Recruiting Coordinator Job Description

Our growing company is looking to fill the role of 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

* Support client groups with recruiting processes including scheduling interviews, organizing candidate travel and hotel, hosting candidates while on-site, reserving conference rooms and liaising with candidates and leaders at MAPCO and their administrative partners, as appropriate
* Support all MAPCO employees with Recruiting and Onboarding HRIS assistance
* Successfully builds rapport and establishes credibility with Managers, Recruiters and candidates
* Works on assignments requiring judgment and initiative within pre-determined guidelines and subject to periodic review
* Manage applicant tracking system (Taleo) throughout the recruitment process
* Manage external job postings and job posting sites, such as LinkedIn, Glassdoor, Alumni Sites, and school career pages as necessary
* Conduct resume screen and phone screen for internal positions, Business Analyst and Associate level candidates
* Present candidates to hiring manager for consideration and coordinate first/final round interviews
* Lead debrief discussions, helping interview team get to the right decision
* Discuss compensation expectations with candidates

## Qualifications for recruiting coordinator

* Proactive self-starter able to engage candidates
* Prolonged sitting and excess data entry and typing
* You have had experience scheduling interviews and/or calendaring
* 0-1 year of work experience, preferably in a coordinator/administrative role
* Strong degree of fluency and proficiency in English and Spanish required
* Oversees maintenance of recruiting database to ensure complete and accurate candidate data