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# Example of Recruiting Coordinator Job Description

Our company is looking for a 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

* Coordinate job fair/events/advertising (including registering for events and collecting post event details)
* Process payments for job fairs/events
* Schedule requested interviews
* Facilitate travel requests, accommodations & reimbursements for candidates
* Sourcing resumes on job boards
* Heavy coordinating with candidates and Hiring Managers
* Creating details interview itineraries
* Assisting with candidates' on-boarding process and background check policies
* Administer candidate testing
* Coordinate onsite and phone interview loops and candidate correspondence

## Qualifications for recruiting coordinator

* An Associate’s Degree in an applicable area is preferred
* A demonstrated passion in making the candidate and hiring manager experience the best possible!
* Experience with an Applicant Tracking Database (e.g JobVite, Workday, Taleo etc)
* Evidence of contribution to previous projects or improvement initiatives
* Initiative – confidence – ideas!!
* Become an expert at operational excellence