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# Example of Staffing Coordinator Job Description

Our growing company is looking to fill the role of staffing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staffing coordinator

* Scheduling of candidates for interviews in partnership with Recruiters and Hiring Managers
* Working with Executive Administrative Assistants to secure key interviewer time and presenting a professional view to all candidates in arranging of interview details, including travel requirements, logistical questions and expense reimbursements
* Working closely with Recruiters and Hiring Managers to secure time and additional interview resources, where needed
* Generation of offer letters and communication with candidates on all new hire paperwork requirements, including Employment Agreement
* Processing of new hire paperwork and transitioning date to HR team
* Post to various Internet sites, stay abreast of new sourcing strategies
* Calendar management for manager
* Local mobility point of contact incl
* Manage open orders and fill open shifts with qualified field staff
* Assist in creation of job requisitions and posting internal jobs

## Qualifications for staffing coordinator

* Must possess the ability and willingness to work harmoniously with other personnel
* Must not pose a direct threat to the health and safety of other individuals in the workplace
* 2 years clerical/staffing/patient placement in health care setting
* Basic knowledge of computers and Windows products
* Knowledgeable and responsible for staying current on staffing and patient placement guidelines and policies as directed by Team Leader and/or Clinical Nurse Manager so as to stay within budget restraints
* Coordinates and assigns nursing float staff and patients admitted into hospital system using appropriate guidelines and resources