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# Example of Staffing Coordinator Job Description

Our growing company is hiring for a staffing 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 staffing coordinator

* Schedules employees to meet the needs of the residents accommodations for changes in schedule with increases or
* Complete additional medical forms, reports, evaluations, studies, charting, not considered as essential functions
* Arrange interview, assessments, or testing of shortlisted candidates
* Prepare Job Offer Letters
* Process full offer packs to candidates when all recruitment checks have been satisfied
* Conduct pre-employment coordination to ensure readiness of new hire’s requirements on Day 1
* Initiate pre-employment contingencies to ensure required compliance are met
* Review and log all returned disclosures, informing Recruiters of the outcome where appropriate
* Perform candidate boarding action using the Recruiting Management System
* Posts positions to the Intranet, various job boards, colleges, social media sites and other advertising sources via the ATS

## Qualifications for staffing coordinator

* Master or Bachelor degree, preferably within business or HR
* PC proficient with a focus in MS Office, particularly PowerPoint and Excel
* Associate of Arts degree or related college background preferred
* FL Licensed Practical Nurse (LPN's) preferred
* Quality Control – Demonstrates accuracy and thoroughness
* Must have the ability to organize, prioritize and meet deadlines be accurate, concise and detail-oriented and able to operate a personal computer