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

# Example of Staffing Coordinator Job Description

Our 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

* Sends the job posting link to employees to announce new postings and ensures internal candidates are tracked through the ATS
* Assists Hiring Managers with questions related to the full cycle recruiting process
* Prepares offer letters for new hires and internal transfers
* Administers the pre-screen employment process for all new hires
* Monitors open requisitions and ensures that postings are removed from the ATS and all job boards promptly
* Maintains a good working knowledge of the ATS and its functionality
* Compiles and delivers monthly, quarterly and annual metrics reporting
* Assists the recruiting team with sourcing of passive candidates as needed, proactively calling candidates to schedule for phone interviews with the assigned recruiter
* Completes reference checks
* Sends electronic exit interviews

## Qualifications for staffing coordinator

* Expert use of staffing databases to include tracking candidates all program requirements
* Experience with Jobvite or an applicant tracking system
* Bilingual written/speaking(Spanish)
* REQUIRES 5+ years in prior Talent Acquisition / HR Generalist experience
* Proficiency navigating at least one applicant tracking system (Work Day, ICIMS, Taleo)
* Experience with FMLA employment and I-9 verification is a plus!