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# Example of Staffing Manager Job Description

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

## Responsibilities for staffing manager

* Thoroughly and accurately uses applicable Levy systems (KRONOS, Point-of-sale, WFM and more)
* Maintains and understands union seniority list
* Schedules team members strictly according to seniority list
* Manages the business by identifying who to schedule in each area by skill set Team
* Build, manage, qualify, and maintain a database of local businesses and Client prospects
* Consistently recruit, interview, coach and pipeline top-tier Talent based on the needs of your existing Clients, prospect accounts and the local landscape
* At every opportunity - exceed Client and Talent expectations of service!
* Build, manage and maintain a qualified database of clients/prospects that align with the business opportunity with in your market place
* Provide world class service to our clients, while acting with the highest level of professionalism, and an expressed sense of energy
* Determining optimal staffing match for new/existing clients so that our employees are happy with their placement while clients also give nothing but rave reviews for excellent staff matching

## Qualifications for staffing manager

* A business acumen
* BS or BA in business administration, sales or marketing preferred but not required
* Have completed a college degree (preferred)
* Have 1-3 years of professional work experience
* A minimum of three years of retail management or business-to-business sales experience
* Is able to thrive in a results based, fast pace work environment and take constructive feedback