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# Example of Staffing Job Description

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

## Responsibilities for staffing

* Deal constructively with mistakes and setbacks
* Asks questions to accurately identify customer needs and follows up to ensure problems are solved
* Provide leadership to the centralized staffing/scheduling office for both Albert Lea and Austin
* Promote standardization of processes between Albert Lea and Austin and participate in regional and enterprise staffing standardization work
* Provide consistent and accurate interpretation of guidelines and union contract language related to scheduling process and practice
* Coordinate resource utilization
* Ensure ongoing tracking processes
* Analyze data and provide reports to managers
* Oversee unit activities to achieve appropriate productivity levels., including adequate and efficient staffing levels
* Lead a staffing team to fill all seasonal staffing needs for fulfillment center and/or make on demand facilities being supported

## Qualifications for staffing

* Manage new hire reporting including running and distributing the new hire orientation and data sheets
* Minimum 2 years experience as a Human Resources Assistant
* Experience executing all stages of the recruitment process including strategy and target development list, identifying, sourcing, screening, interviewing, referencing, closing and follow-up
* Creative thinker who is able to successfully target candidates with out of the box sourcing strategies
* Strong strategic and creative thinker who can distill recruitment strategy into actionable plans and who may execute on those plans
* The ideal candidate will have at least 8 years broad-based professional services experience within a corporate or consulting environment in the area of recruiting/staffing