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# Example of Temporary Coordinator Job Description

Our innovative and growing company is looking to fill the role of temporary coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for temporary coordinator

* Participates in special projects as assigned, such as documenting workflows, improving processes and procedures, and periodic updates to payroll related forms, employee handbooks and operations manuals
* Coordinate and schedule interviews between candidates and interview teams on behalf of the HR Manager
* Process newly hired employees including communicating with new hires regarding start dates, data entry into the HRIS and submitting background checks
* Coordinate contingent workforce management
* Conduct benefits orientations and assists new hires with enrollment
* Assist the company in promoting our corporate culture through supporting company meetings and events
* Other responsibilities as assigned, including sourcing candidates for defined needs
* Helps designs, produces, and orders products (brochures, postcards, listing information, ) through marketing services vendor
* Co-ordinate the distribution of materials between offices and storage on a weekly as required (daily, weekly, monthly basis)
* Monitor stock levels in the warehouse and on a weekly basis or as needed

## Qualifications for temporary coordinator

* 1+ years of payroll processing and administrative experience is a plus
* Knowledge of human resources policies and practices including benefits and I-9 processing and Federal/State laws
* The ability to handle and maintain and high-level of confidentiality and common sense regarding sensitive information
* Ability to manage projects and set priorities in a fast-paced environment
* Ability to provide timely responses to customers in a courteous manner
* Two-three years of HR related experience