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# Example of Workforce Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of workforce 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 workforce coordinator

* Prepare documents for issue of pension insurance cards
* Support, coordinate, and track orientation and training programs
* Support, coordinate, and track performance reviews
* Assist in enhancing current workforce systems
* Ensure accountability with all teams with documentation including new hire safety and training
* Support the employee life cycle
* Works as a team with call center supervisors, TLs
* Develop strategies (e.g., scheduling supplier calls, hiring conferences, on-boarding new suppliers, ) to address any issues with finding/hiring qualified candidates
* Process hires/conversiona/terminations of contingent workforce personnel, ensuring all proper documentation is executed and filed correctly, and contingent workforce is properly input into relevant systems (Workday, VMS, Ultipro, ) to begin work as scheduled
* Organize correspondence and email

## Qualifications for workforce coordinator

* Working knowledge of relational databases, MS Access, & SQL
* Balance multiple planned and unplanned requests and consistently meet deadlines
* Able to multi-task while working in a fast-paced environment with minimal supervision
* Knowledge of queuing theory, call center metrics, and forecasting processes
* Knowledge of contact services industry and best practices
* Verbal and written communication skills to analyze, interpret and address customer needs