



# Example of Coordinator People Job Description

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Our company is hiring for a coordinator people. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator people

- Coordinate on site events in Henley, including the receipt and/or transportation of all training materials
- Process People Development related invoices and internal chargebacks and maintain accurate and timely budget tracking
- Field employee questions and manage HR inbox
- Coordinate small and large group meeting scheduling (manage calendars, set-up conference rooms, prepare materials, etc)
- Responsible for all interview scheduling, initial introductions/phone screens through finals rounds
- Assists with research for all open to hire roles
- Attends weekly recruitment meetings
- Schedule all senior level onboarding
- Schedule and assist with Club Monaco specific Orientation
- Partner with Asset Protection to activate all temporary/Club Monaco ID cards for all new hires

## Qualifications for coordinator people

- Utilize seasonal books to interpret the inspiration of the floor set by using knowledge of the customer and location while infusing personal artistic and cultural interests
- 4 + years of progressive experience in apparel production positions

- A genuine desire to learn and grow within the HR field
- Meticulously organized, highly detail oriented, and thrives in a fast-paced environment