



Example of Coordinator People Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a coordinator people. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for coordinator people

- Manage SAP /paperwork processing
- Partner with Sales Audit to activate gift cards when needed
- Conduct all external reference checks via email/phone
- Maintain feedback from interviews on a daily basis
- Maintain all candidate pipelines and scan resumes into respective folders
- Maintain candidates that we are not moving forward with in the interview process
- Send daily agenda to Talent Acquisition team
- Plan holiday events, Kickoff events, Pink Pony, Diversity Day and other events with Executive Assistant to the CEO & SVP, HR
- Responsible for all job postings on career websites, daily printing of applicants resumes and keeping track of posted roles
- Administrative support to Senior Director HR, Director, Talent Acquisition, and Manager, Talent Management as needed including calendar maintenance, scheduling meetings, expense reports and arranging travel

Qualifications for coordinator people

- Daily opening and closing of the office, maintaining appearance of the reception area
- Daily distribution of incoming calls (both internal and external)
- Maintain conference room meetings
- Greeting and hosting guests/visitors prior to meeting start times

- Partner with Director, Talent Acquisition to send out companywide corporate communications