



# Example of Onsite Coordinator Job Description

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

## Responsibilities for onsite coordinator

- Assist with analysis of a variety of recruiting related reports such as recruiting metrics and monthly procurement reports
- Input PO and fill out all forms required to onboard new contractors or employees for the recruiting organization
- Reconcile invoices from vendors
- Maintain recruiting Knowledge and Collaboration site permissions
- Manage the recruiting location updates in ESS – so any request that comes through for a new physical location – submit the request for a new recruiting location or map
- Trouble-shoot issues with the career site, candidate or recruiter issues (non-technical)
- Industry Certification such as CHES or worksite wellness program
- Bachelors degree in health education, health promotion, or related field
- Experience with design of workplace infrastructure and engagement solutions
- Experience with direct member communication (written and verbal)

## Qualifications for onsite coordinator

- 2+ years relevant administrative, human resource, recruitment process experience
- Ability to read, analyze, and interpret general business information such as job descriptions, business articles, corporate and client communications

- 1+ years experience sourcing and pre-qualifying candidates in single or multiple professional verticals
- Skilled in sourcing for single or multiple professional verticals
- Skilled in cold call and competitor direct sourcing techniques