



Example of Staffing Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of staffing manager. 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 staffing manager

- Field or dial approximately 50-75 phone calls per day
- Ensure timesheet collection, approval, and processing for temporary staff
- Organize and approve staffing invoices for payment
- Selling value propositions to customers
- Managing all aspects of lead generation
- Dealing with a broad range of customers
- Remote selling by telephone or email
- Taking orders for services and then filling in the necessary paperwork
- Doing everything possible to get to know the customers better
- Maintaining clear records of all sales activities

Qualifications for staffing manager

- Answering customer questions in a professional way
- Asking questions to understand a client's needs
- Recruiting and interviewing talent
- Meeting goals through creating and maintaining revenue metrics
- Manages all operational aspects including cost, schedule and performance management
- Provide leadership for the all staffing programs for its clients, measurable contributions to the development and implementation of new staffing processes and operating system to drive a more proactive, planning-based

