Example of Staffing Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for staffing

- Publish complete schedules on or before target publish dates
- Data validity in OWS Scheduling and Staffing systems (target 100%)
- Complete 100% of annual employee evaluations
- Edit job description for compliance and for Regional Employee Value Proposition
- Manage vacancy creation and post compliant job openings
- Create and manage job opening templates
- Ensure all compliance requirements are executed (eg posting, processes, recordkeeping and reporting) 100% compliant for wing-to-wing process
- Assure that candidate application is collected, informs HRM of any 'Red Flag' items
- Assure disposition of candidates and update of status in ATS
- Updates Hire systems on candidate status, add req team, e-link resume etc

Qualifications for staffing

- Proactively contact facilities in response to HCP requests providing updated availability to work
- BS/BA degree and a 5+ years of professional Human Resources experience, previous supervisory experience a plus
- This position requires an emphasis on employee relations and recruiting with a history of progressively more demanding responsibilities
- The ability to work independently on a team

- Must be proficient in the use of Linked In Recruiter or comparable European professional networking tool