**Recruiter/Staffing Coordinator**

**Job Responsibilities:**

1. Achieve staffing objectives and goals by recruiting and evaluating candidates
2. Create a marketing schedule correspondent with job openings; update website every Friday – double check completed Monday Morning.
3. Update and maintain current openings on platforms such as but not limited to, company website, Indeed, Craigslist, & Facebook.
4. Monitor social media presence; respond or delete comments, questions, or concerns about post and/or shared media.
5. Create, edit and review job descriptions; keep accurate and maintain format on all JD’s.
6. Interview candidates in person and over the phone; utilizing judgement to determine candidate qualifications.
7. Arrange and schedule internal and external interviews.
8. Communicate status of job openings internally & externally.
9. Notify employees of job offers & release of employment.
10. Improve organization attractiveness by recommending new policies and practices.
11. Avoid legal challenges by understanding current legislation, enforcing regulations with managers and recommending new procedures.
12. Participate in educational opportunities, maintaining personal networks and participating in professional organizations.

**Skills, Knowledge, & Abilities:**

**Skills**

* Communicate efficiently and effectively
* Customer service skill set
* Analyze candidates
* Strategize new ideas and recruitment methods
* Must be able to learn and utilize computer skills and programs

**Knowledge**

* Knowledge of all relevant legal employment law

**Ability**

* Gauge candidate quality through interviews and resumes
* Take initiative in interviews
* Review sensitive subjects such as background checks and drug testing