

Recruiting Coordinator Job Description

Duties and Responsibilities:

- Oversee the design and implementation of company recruitment strategies
- Consult with managers to identify staff requirements and job objectives
- Prepare and post job adverts on career websites, newspapers, and other media channels
- Evaluate applicants' resumes and cover letters to determine if they meet the requirements of an organization
- Use specialized tools to prepare tests and assignments for candidates evaluation
- Schedule and conduct interviews via phone calls, video calls, or person-to-person interview
- Provide hiring managers with information regarding candidates eligibility for job interview
- Contact new employees to prepare onboarding sessions or fix job interviews
- Maintain complete record of interviews and number of employee hires
- Attend job fairs and career events
- Assist the human resource department with the design of recruitment methods and interview questions
- Arrange travel and lodging for applicants as may be required
- Participate in the development of annual recruiting budget
- Research, analyze, prepare, and present hiring statistics to supervisors
- Develop training programs for managers to reduce turnover and improve hiring processes
- Direct the effort of employment agencies as well as control and negotiate employment-related fees.

Recruiting Coordinator Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become a recruiting coordinator, you require a Bachelor's degree in human resources or business administration. Some employers may require recruiting coordinators to possess a Master's degree in human resources management or related disciplines
- **Leadership Skill:** Recruiting coordinators are well versed in directing and supervising the recruitment processes in an organization
- **Communication Skill:** They are able to effectively interact with HR personnel to relay useful information
- **Teamwork ability:** They are adept at working with teams of recruitment staff to achieve set objectives and goals.