

Corporate Recruiting Coordinator

NFI Industries (Corporate) Cherry Hill, NJ 3/31/2016

Job Description

The **Corporate Recruiting Coordinator's** primary responsibility will be to provide administrative support to the Corporate Recruiting Team. The **Recruiting Coordinator** will be accountable for support activities including: posting jobs; scheduling interviews; following up on background check results; responding to applicant inquiries; assisting Recruiters with sourcing and screening applicants; and representing the company at job fairs and other recruiting events.

Essential Duties & Responsibilities:

- Maintain contact with potential applicants by answering incoming recruiting calls and emails; explain recruiting process to candidates and answer any related questions; troubleshoot application issues
- Coordinate all pre-employment screening by monitoring the process, obtaining required information from candidates and reporting candidate status to the Recruiter
- Update applicant tracking system as necessary
- Contact candidates to confirm new hire start dates and send out onboarding information
- Conduct screening interviews and schedule candidates for interviews
- Prepare offer letters and other recruiting correspondence as directed by the recruiting team
- Represent the company at job fairs and other recruiting events
- Provide administrative support to the recruiting team by posting open positions to approved job boards and internet sites
- Assist in administration of monthly reports
- Assist with other duties as assigned

Requirements:

- BA/BS degree preferred; or high school diploma with demonstrated relevant experience
- 1 year professional experience in Human Resources or Recruiting (including internships)
- Professional demeanor with excellent interpersonal, written, and oral communication skills
- Experience in a high-volume recruiting environment a plus
- Proficiency with MS Office Suite and Google tools
- Experience with Applicant Tracking Systems (UltiPro) a plus
- Ability to cultivate and maintain relationships
- Exceptional planning, time management, and project management skills
- Ability to work in fast-paced environment
- Ability to work independently
- Strong attention to detail and the ability to multi-task are essential

Requisition Number

16-0372

We are an Equal Opportunity Employer/Veterans/Disabled.

POSTED ON CAREER BUILDER AT:

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?APath=2.21.0.0.0&job_id=J3L8286ZKLPJHV1W1HR&showNewJDP=yes&IPath=JRKVGVOB#

Also posted on company career website