

Staffing Coordinator

INCUMBENT: TBD
REPORTS TO: Human Resources Manager
LOCATION: Bowling Green, KY
STATUS: Full-time, Salary Non-Exempt
DATE: September 2022



TO APPLY

Please email a resume, three references, and a cover letter explaining why you believe you would be a good fit for this position to HR@connectednation.org. Connected Nation is an equal opportunity employer.

DESCRIPTION

The Staffing Coordinator will be responsible for the for day-to-day staffing and recruiting functions of the HR department. The Staffing Coordinator should have prior experience in recruiting, including reviewing resumes and job requirements, scheduling, and conducting interviews. In addition, this position will assist with onboarding exiting processes, staff communications, and HR and other administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately record and maintain human resources information, personnel files and other HR files in accordance with legal requirements and Connected Nation (CN) policies and procedures.
- Assist with employment entry and exiting processes including, but not limited to: posting positions, scheduling interviews, performing interviews, orientation schedules, new hire orientation, background checks, assist with processing paperwork and data entry for new hires, terminations, transfers, and any other employee changes, verifying that all information is complete and accurate, etc.
- Update and maintain HR content on CN's payroll system.
- Coordinate employee special occasion events, correspondence, and other efforts.
- Provide support, as needed, for other HR initiatives and special projects within the department.
- Maintain strictest confidentiality and a high level of accuracy.
- Responsibilities are not all inclusive, as additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or GED required, Bachelor's degree in Human Resource Management or related field preferred.
- 2 years of experience in human resources, recruiting and/or comparable position preferred.
- Intermediate level experience with Microsoft Office applications required.

QUALIFICATIONS

- Excellent interpersonal and written/verbal communication skills.
- Excellent customer service skills.
- Ability to maintain confidentiality of privileged information.
- Utilize a high degree of professionalism in communicating with all levels of management and personnel with strong decision-making, problem-solving, and analytical skills, dealing sensitively with confidential matters and material.
- Attention to detail, establishing priorities and meeting deadlines.
- Strong organizational skills.
- Must be able to work independently and under pressure in a fast-paced environment.
- Ability to manage and prioritize multiple tasks.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Willing to travel, as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and the community.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.