



POSITION DESCRIPTION

Recruiting Coordinator

Reports to: Talent Acquisition & Development Manager

Position Status: Non-exempt

Effective Date: 12/6/22

Supervises: No one

Other Key Relationships: HR Team, NKC leaders, Employees, and Applicants

GENERAL SUMMARY

The Recruiting Coordinator is responsible for providing support to NKC's recruitment efforts through a variety of technical and administrative methods. The Recruiting Coordinator takes on multiple functions to ensure a compliant selection process and a positive candidate and hiring manager experience throughout the candidate/employee lifecycle. Supports various recruitment needs to ensure NKC hires top talent from a variety of resources and diverse communities.

DUTIES AND RESPONSIBILITIES

1. Ensures requisitions are complete and accurate, prior to posting to best support robust reporting.
2. Supports the recruiting team with requisition support such as building out and updating requisition and application screening forms. Leverages the applicant tracking system to optimize (process improvements) system use.
3. Coordinates phone screens and interviews with hiring managers and stakeholders, as needed.
4. Supports employee mobility by communicating and processing internal transfers, promotions, and changes.
5. Coordinates appropriate pre-hire verifications for all candidates which may include offer letters, criminal background reports, vaccinations/immunizations, lab results, etc.

6. Coordinates onboarding support and New Employee Orientation by updating and communicating out new hire checklist and memo.
7. Supports New Employee Orientation with new hire greeting, documentation, and setting up in systems such as HRIS and timekeeping.
8. Champions and supports NKC's diversity, equity, and inclusion efforts.
9. Tracks, processes timely payouts, and drives the employee referral campaign to best support ongoing success of the program.
10. Supports integrity of work through audits to support Human Resources.
11. Supports hiring from diverse communities, school, and university programs, by tracking and coordinating job fairs and other hiring events. Supports recruitment by tracking and placing needed advertising. Works with internal partners on marketing events and campaigns.
12. Completes other duties as assigned.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.
2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Must have strong visual acuity to read, inspect information on monitors, inspect information on computer monitors, and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and up to 10 pounds frequently. The individual in this position operates the phone, computer, copier, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of clinical software programs are required.

EDUCATION AND EXPERIENCE

Requires a bachelor's degree or equivalent relevant experience, plus six months experience in human resources or recruiting. Requires excellent written and oral communication skills, a collaborative and team-oriented approach, and a passion and commitment to the mission of NKC.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL



Vice President of Human Resources/CHRO

12/07/2022

Date