

PROJECT COORDINATOR JOB DESCRIPTION

Job Summary:

As a Project Coordinator, you are responsible for assisting Account Executives in recruiting candidates for job openings in a timely manner. You will be responsible for understanding the industry and the positions and titles of people working within the assigned industry. You will be expected to build robust relationships within the industry that will enhance brand awareness. You must also be proficient in utilizing the internet to research websites, to analyze information pertinent to a designated industry and key companies, client contacts and contractor within that industry. Some phone use is required, so you must be very comfortable on the telephone.

Job Functions:

- Support the assigned recruiter with the recruiting process.
- Present the position to the candidate.
- Coordinate phone, in-person, video interviews and virtual meetings between the client and candidates, when appropriate.
- Prepare the candidate for each interview by reviewing the details of the assignment including start and end dates and pay rate.
- Provide interview tips including how to respond to difficult questions and what to expect following the interview.
- Debrief the candidate after each interview to get immediate feedback and to build enthusiasm for the assignment.
- Coordinate all communications with candidates including ongoing support after the candidate has started.
- Gather referrals during candidate conversation.
- Ensure that all recruiting is conducted within legal parameters.
- Follow up and communicate with appropriate team members throughout the recruiting process.
- Create and execute a consistent communication or touch plan for developing candidate relationships on a scheduled basis and maintain a record of all communications.
- Assist recruiters in setting up and running automations.
- Some social media responsibilities.

Skills you will acquire:

- Recruiting skills, learn the recruiting process from start to finish.
- Communication skills with both candidates and clients via phone, email and video meetings.

Requirements:

- Excellent interpersonal and communication skills.
- Demonstrated ability to handle multiple tasks simultaneously and work in a fast-paced environment.
- Demonstrated ability to use technology for email, social media, client/applicant database, video conferencing, research, etc.
- Ability to remain focused while solving problems.
- Ability to work in a team environment with high energy and enthusiasm.
- Four-year degree or equivalent years of combined education and professional experience.
- No recruiting industry experience necessary.