

## **Employment Coordinator**

### **SUMMARY:**

Responsible for administering the organization's employment function, ensuring that the organization has the human resources necessary to attain targeted goals and objectives. Develops and administers an employment budget and ensures that all employment activities comply with legislative regulations and organization policies.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Develops, implements and evaluates the organization's policies and procedures on recruitment, testing, selection, and job placement.
- Plans and directs activities of organization staff in carrying out such functions as developing sources of qualified applicants, conducting screening interviews, administering tests, checking references and background, evaluating applicant qualifications, and arranging for initial orientation and training of newly hired employees.
- Analyzes statistical reports and other data using knowledge of job requirements, valid selection processes, and legislation concerning equal employment practices, in order to identify and determine causes of problems or inefficiencies in the employment function.
- Makes recommendations to management for improvement of the organization's employment policies, procedures, and practices.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)