

CAREER PATHWAY: EMPLOYMENT COORDINATOR



What do they do? Perform activities in talent acquisition, including screening, recruiting, and interviewing candidates and negotiating and closing employment offers.

People with these roles and responsibilities are also called:

Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

Some typical job duties include:

- Build and maintain networks of potential candidates for designated skills sets through pro-active market research and on-going relationship management.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Hire employees and process hiring-related paperwork.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$56,460

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Active Listening, Speaking, Reading Comprehension
- Social Skills:** Social Perceptiveness, Service Orientation, Coordination
- Problem Solving Skills:** Complex Problem Solving
- Technical Skills:** Programming, Operations Monitoring
- System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation
- Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

Professional in Human Resources (PHR)
HR Certification Institute

Senior Professional in Human Resources (SPHR)
HR Certification Institute