

GOODWILL INDUSTRIES OF THE COLUMBIA WILLAMETTE

Job Description

TITLE: Staffing Coordinator

EEO#: 2

IMMEDIATE SUPERVISOR: Human Resources Manager

DEPARTMENT: Human Resources

DIVISION: All

GENERAL SUMMARY: The Staffing Coordinator is responsible for the timely and accurate review, processing, and management of all contingent job offers. This role also coordinates and facilitates new hire onboarding and initial training programs, while providing recruitment support as needed to ensure smooth and efficient staffing operations across the organization.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Essential Functions:

- Review all contingent offers ensuring compliance with GICW processes.
- Process and evaluate criminal background investigations and follow Fair Credit Act procedures.
- Perform reference checks for required positions.
- Assist with recruitment as needed.
- Coordinate and schedule new hire orientation and training.
- Effectively communicates key hiring processes and outcomes to stakeholders in a timely and courteous manner.
- Monitor and process employee referral bonus program.
- Post job openings on appropriate platforms.
- Develop and facilitate training as needed.
- Approve content of advertising for hiring events.
- Track and monitor transfer requests.
- Maintain confidentiality of all employee and applicant documents and HR related matters.
- Provide excellent customer service to all internal and external customers.
- Supports open door policy in accordance with GICW policy.
- Must demonstrate willingness and ability to adhere to all GICW policies and procedures, CARF standards, Kaizen guidelines, and safety and security regulations.

Incidental Functions:

- Provide relief for receptionist, as required.
- Perform miscellaneous duties, as assigned.

QUALIFICATIONS:

Specific:

- Must be 18 years of age or older.
- Associate's degree or equivalent combination of education and experience.
- Three years of general office work with experience in human resources.
- Excellent communication and organization skills.
- Able to work independently, prioritize workload and maintain confidentiality.
- Proficient in Microsoft Office (Excel, Word, and Outlook).
- Able to provide own transportation.
- Must be able to function independently in a work setting.

General:

- Must maintain consistent, predictable and satisfactory attendance and punctuality as scheduled.

- Must be able to demonstrate upon request functional literacy and numeric proficiency.
- Must have command of the English language sufficient to verbally communicate with the general public.
- Must not present a significant current risk of substantial harm to self or others in the performance of the essential duties of the job that cannot be eliminated or reduced by reasonable accommodation.
- No record or disclosure of criminal conviction that indicates a tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior or is otherwise in conflict with the functions listed on this job description. This may include passing a state-mandated, federally-conducted criminal background check.
- Must provide proof of identification and eligibility to work in the United States of America.
- Must pass a drug screening test and background check.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Must meet GICW quantitative and qualitative performance standards.

POSITIONS SUPERVISED: None.

WORKING CONDITIONS/HAZARDS:

- Work is primarily performed in an office setting.
- Travel throughout the service area is required.
- Moderate adaptability required: Work environment occasionally hectic (fast paced) with irregular short deadlines and a limited number of critical or unusual situations.
- DOT Strength Classification: Sedentary
 - Seldom/Occasionally: Able to lift up to 10 lbs.
 - Frequently: Negligible weight
 - Constantly: No weight

Employee Name: _____

Employee #: _____

Employee Signature: _____

Date: _____