

# 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*