



STAFFING COORDINATOR – NE Mesa, AZ

Creative Human Resources Concepts, LLC (**CHRC**), is a “full service” Staffing company providing Temporary Labor, Regular/Direct and Executive placements to a variety of businesses. CHRC successfully places all types of employees to include **skilled labor, technical and professional** such as field workers, inspectors, engineers, management and executives.

CHRC is looking for a **STAFFING COORDINATOR** to be part of our Corporate Office Team and build strong and successful Partnerships with our current and future clients by providing Excellence in our Services!

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in job postings, candidate screening, logging, organizational and administrative support.
- Multi-task different projects at all times.
- Work closely with CHRC team to ensure a high level of customer satisfaction.
- Maintains confidential and sensitive information with the highest regard and integrity.
- Supports CHRC Executives with Research and Special Projects.
- Represents CHRC professionally at all times.
- Assists and attends professional events.
- Other duties as needed.

REQUIRED EDUCATION & EXPERIENCE:

- Minimum of High School Diploma and 3-5 years of previous experience in a similar position. **Technical Industries is highly desirable.**
- High energy with a **very positive outlook.**
- High work ethics, integrity, loyalty and perseverance to meet business goals.
- Professional with strong interpersonal and **excellent communication skills both written and verbal.**
- **MUST** be very good with all types of details, catching mistakes and above average organizational skills.
- Excellent customer service and professional attitude at **ALL** times with all people, candidates, employees and clients.
- Have a high sense of **URGENCY** and able to complete all tasks on time or ahead of time.
- Ability to analyze and solve problems when needed.
- Self-motivator, self-starter and able to follow detailed instructions.
- Must have above average computer skills, with Word, Excel, Power Point, websites & searches, etc.
- Must be able to work as part of an effective and supportive working team.
- Willing to learn, follow directions and **commit to a long term career.**
- No visible tattoos at any time and professional attire required.
- Some travel with CHRC Executives may be required.

Must be able to pass a full criminal background check and drug test. US Persons only.

JOB STATUS: FULL TIME DIRECT
COMPENSATION: SALARIED EXEMPT – DOE plus BONUSES
BENEFITS: HOLIDAYS, VACATION, SICK TIME

Qualified applicants please forward resume for review to email@chrc4work.com.

4710 East Falcon Drive
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“We Provide Solutions to your People needs”

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