



STAFFING COORDINATOR/RECRUITER – 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, professional, management and administrative support.

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:

- 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.
- Represents CHRC professionally at all times.
- Light house keeping and other duties as needed.

REQUIRED EDUCATION & EXPERIENCE:

- Minimum of High School Diploma and 2-3 years of previous experience in a similar position.
- High energy with a very positive outlook is preferred.
- High work ethics, integrity, loyalty and perseverance to meet business goals.
- **MUST** be very good with all types of details, catching mistakes and above average organizational skills.
- Excellent customer service 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.
- Must have a very professional attitude towards customers and co-workers.
- Ability to analyze and solve problems when needed.
- Self-motivator, self-starter and able to follow detailed instructions.
- Strong interpersonal and excellent communication skills both written and verbal.
- Must have above average computer skills, with Word, Excel, Power Point, 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 needed.

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

JOB STATUS: FULL TIME DIRECT
COMPENSATION: SALARIED EXEMPT - DOE
BENEFITS: HOLIDAYS, VACATION, SICK TIME

Qualified applicants please forward resume to email@chrc4work.com

