

**COMPANY NAME:** HQ Aero Management Inc.

**JOB TITLE:** Recruiting Coordinator

**JOB DESCRIPTION:**

As a Recruiting Coordinator, you will be required to:

- Develop recruitment goals and objectives.
- Develop a sustainable recruiting strategy based on goals and organizational need.
- Source passive candidates.
- Search resume databases for ideal candidates.
- Communicate effectively with Hiring Managers.
- Determine the effectiveness of current recruiting programs and strategies.
- Identify areas of recruiting strategies that need improvement.
- Devise and implement improved recruiting strategies.
- Build a robust and consistent talent pool to find qualified candidates, both active and passive.
- Identify key recruiting KPIs.
- Carefully review applicants and identify the most qualified for a given position.
- Adhere to laws, rules, and regulations.
- Adhere to personal data privacy regulations.
- Prepare progress reports.

**SALARY:** Depending on Experience

**APPLICATION QUALIFICATIONS:**

**Qualifications, Experience & Requirements**

- Bachelor's degree in Business Administration or a relevant field
- 3 years of experience as Recruiting Coordinator or similar HR role
- Eager and willing to learn the position requirements
- Outstanding communication skills
- Excellent time-management skills
- Thorough problem-solving skills
- A team player
- Committed to utilizing HR methods
- Experience in Employer Branding methods
- Familiar with Recruitment Marketing
- Competency with various with HR tools, such as ATS & CRM
- Basic competency with general marketing strategies

**HOW TO APPLY:** Please send resumes to [Kathyp@hqaero.com](mailto:Kathyp@hqaero.com)

**DATE:** 12/8/2022

2797 E Ajo Way, Tucson, AZ 85713

[BusinessServices@pima.gov](mailto:BusinessServices@pima.gov)

Equal Opportunity Employment/Program:

Auxiliary aids and services are available upon request to individuals with disabilities