



# On-Site Staffing Coordinator

Contact: Amy Van Baale

Email: [amyvanbaale@yahoo.com](mailto:amyvanbaale@yahoo.com)

[https://ia-iowa.countybuyselltrade.com/business-listings/on-site-staffing-coordinator\\_victor\\_255179](https://ia-iowa.countybuyselltrade.com/business-listings/on-site-staffing-coordinator_victor_255179)

Address: **2135 B Ave, Victor, Victor**  
Price: **Check with seller**

WorkSource is looking for an On-Site Staffing Coordinator for an office in Victor, IA. To qualify, the candidate should have at least 1 year of staffing or HR related experience and some college education. Some duties include:

- Recruit candidates, screen resumes, interview candidates, administer appropriate assessments and complete reference/background checking and make decisions to hire (or not hire)
- Deliver employment offers for direct placement, temporary to hire and temporary positions for those that meet established standards
- Communicate important employment information during delivery of employment offers (e.g., benefits, compensation, housing policies, transportation, etc.) as needed
- Meet or exceed established team goals, individual goals, client orientations, quality results and retention

Interested candidates can email their resume or request an application to Aubrey Rigsby:

[arigsby@worksource.net](mailto:arigsby@worksource.net) or by calling 319-647-3151 option 2



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Coordinator**

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<https://tinyurl.com/28lwc9aa>

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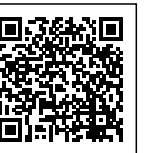
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