



## Recruiting Coordinator

Location: Melville (Uniondale for 1<sup>st</sup> two months)

Professional Physical Therapy is seeking an enthusiastic Recruiting Coordinator. In this role, you will work closely with the Talent Acquisition team, hiring managers and candidates contributing to the overall success of our recruiting process. The ideal candidate is highly organized, has a strong ability to prioritize and is able to be flexible, providing support wherever needed.

- Champion for candidate pre-boarding experience
- Maintain the HRIS system to ensure candidate records are
- Offer letter and Requisition Report preparation
- Schedule interviews
- Facilitate reference checks
- Process new hire computer access forms
- Follow up with candidates regarding their new hire documentation
- Post jobs on job boards, schools and company website
- Coordinate, attend and track campus recruiting events.
- File/scan applications and new hire forms
- Responding to candidate queries
- Ad-hoc administrative support; as and when required
- Verification of work authorization documents

### Requirements:

- Bachelor's degree or equivalent experience 1+ year of successful experience within an administrative function in a similarly fast paced environment
- High attention to detail with proven organizational skills is a must
- Handled confidential information with discretion
- Strong work ethic, integrity and personal accountability
- Must take initiative and demonstrate excellent judgment when making decisions and solving problems
- Advanced Microsoft Office skills needed – in particular Excel
- Strong interpersonal, verbal and written communication
- Good time management skills with a strong sense of urgency!!!
- Proven ability to adapt in a fast-paced, quickly changing environment
- Experience working with applicant tracking systems (ATS) preferred.

Send resume with salary requirements to [opportunities@professionalpt.com](mailto:opportunities@professionalpt.com)

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