

Recruiter / Staffing Coordinator

Twin City Staffing is actively seeking dynamic recruiter / staffing coordinator recruiters to join our expanding team in Chaska, MN. We're dedicated to helping individuals across Minnesota secure long-term employment, and as part of our team, you'll enjoy weekly paychecks, quarterly bonuses, and exceptional benefits, including company-paid medical, 401(k) with a company match, paid time off, and more.

Location: Chaska, MN

Pay: \$25 - \$30 DOE

Plus, quarterly bonuses!

Schedule:

- Monday - Friday
- After-hours and weekends, based on business needs.

Benefits of the recruiter / staffing coordinator:

- Generous benefit package
- Company-paid medical, dental, and vision
- Disability coverage
- Paid time off
- 401(k) with a company match
- Generous quarterly bonuses!!
- Free lunch on Fridays
- Tuition reimbursement

Duties of the recruiter / staffing coordinator:

- Interview and screen job applicants
- Source, recruit, and screen candidates for client companies
- Utilize staffing software to manage information and fill orders efficiently
- Utilize job boards and the internet to find candidates
- Assist temporary employees with questions and issues
- Counsel temporary employees on interviewing professionally
- Supervise and manage temporary employee performance
- Administer pre-assignment requirements to job candidates

- Ensure I-9 compliance

Qualifications of the recruiter / staffing coordinator:

- Bilingual in English and Spanish
- Excellent phone manner and customer service skills for high-volume inbound calls.
- Ability to prioritize and handle a high volume of daily tasks and emails.
- Excellent interpersonal communication skills.
- Proficient in MS Word, Outlook, PowerPoint & Excel.
- Flexible availability, including daytime, nights, and weekends to support business needs.
- Travel to different office locations to ensure adequate coverage.
- Requires previous experience in customer service, recruiting, or HR.

Additional Information:

Please call Teri at 651-262-3403 to learn more about this bilingual recruiter / staffing coordinator position.

EOE: Twin City Staffing is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.