



# PREFERRED PERSONNEL INC.

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*"From Front Desk to Boardroom"*

**Position Title:** Staffing Coordinator

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Preferred Personnel is seeking a Staffing Coordinator to join our team!

A Staffing Coordinator addresses the needs of client companies and candidates and acts as a consultant to clients regarding all aspects of obtaining, working and filling job orders.

The ideal candidate will have a minimum of **3 years** office experience in a professional environment.

Job duties will include, but are not limited to:

- Screening resumes
- Conducting interviews
- Performing reference and background checks on potential employees
- Submittals of resumes to client companies
- Sales and Marketing calls to potential clients
- Maintaining relationships with current client companies

**Qualifications:**

- Attention to detail
- Self-motivated
- Organized, reliable, and flexible
- Team Player
- Computer knowledge
- Customer service experience is a **PLUS!**
- Bilingual is a **PLUS!**

**Send resumes to [ppi@preferred-personnel.com](mailto:ppi@preferred-personnel.com)**