

Recruitment Coordinator (Temporary/Part-Time)

Part-time position with a fun and energetic team	Telecommuting option for candidates in California	Position is not eligible for sponsorship
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A keen eye for detail and a knack for providing an exceptional candidate experience. These are the qualities of an effective Recruitment Coordinator at [Health Plan of San Mateo \(HPSM\)](#), a county organized health system founded in 1987. HPSM manages over 165,000 members' health care, including all of our community's Medi-Cal eligible residents. As a Recruitment Coordinator, you can be a vital part of hiring the folks who are changing people's lives one day at a time.

Position overview

- Provide administrative support for full-cycle recruitment and onboarding processes
- Screen candidates resumes and job applications
- Post job ads to various sites
- Distribute resumes and applications to hiring managers for review
- Schedule initial interviews with candidates
- Prepare offer letters

Key skills

- Clear, concise, and professional written and verbal communication skills
- Excellent follow-through and accountability with people and tasks
- High level of organization, time management, and sense of urgency
- Experience with recruiting preferred
- Adept at practicing a high level of confidentiality
- Have a keen eye for detail, ability to multitask

Requirements

These are the qualifications typically needed to succeed in this position. However, you don't need to meet every requirement to apply.

Education and experience

- 1-2+ years of experience in high volume scheduling
- 1-2+ years of recruitment coordination experience
- Experienced with Microsoft Outlook, Word, Teams, and Adobe PDF
- Experience with Zoom a plus

Knowledge of:

- Computer applications, including proficiency in Microsoft Office Suite
- Relevant laws and guiding principles regarding the recruitment process helpful

Ability to:

- Work productively as part of a professional team as well as independently
- Organize workload while adapting to changing requirements and priorities
- Communicate effectively verbally and in writing

Salary and benefits

The starting salary range depends on the candidate's work experience.

Temporary employees receive 24 hours of paid sick time per year.

To apply submit a resume to careers@hpsm.org.

Health Plan of San Mateo (HPSM) is a local County-funded nonprofit manages the health care for over 165,000 low-income people San Mateo County, including all its Medi-Cal eligible residents. HPSM is proud to be an Equal Opportunity Employer and an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.