

## Recruiting Coordinator

### Position Description

#### Company Description:

The Novo Group knows that the best organizations are powered by talent. We bring our top talent to help our clients find theirs.

Because every client is unique, our solutions vary – but the results never do. We deliver expertise, flexibility and the best value for our client's dollar. To do this, we match accomplished candidates with employers who appreciate their talent and experience.

We make this happen because we work hard as a team, emphasizing integrity, respect and communication with each other, our candidates and our clients. In turn, we grow in a workplace that celebrates our contributions and the success of our clients and candidates.

#### Position Summary:

The Recruiting Coordinator plays a key role in supporting the execution of Novo's recruiting strategy. Your work ethic and determination to solve each problem that comes your way will result in highly visible success. This includes full logistics support for the interview process including scheduling interviews, making travel arrangements, and complex calendar management. You will further support the hiring process by tracking recruiting-related metrics in the applicant tracking system, and other projects and tasks that ensure the best hiring process!

#### What Makes This a Great Opportunity?

- Flex your creative thinking and passion for the little details that make a big difference
- Extremely competitive pay and benefits
- All employees are enabled to effect change
- Impact client results on a daily basis and gain recognition
- Opportunity to grow your skillset and knowledge in a Fortune 500 setting
- Work with a sense of autonomy while working in a team environment
- Learn from industry experts
- Join a firm that believes in treating its clients and candidates with honesty and integrity
- Get started on a career path in recruiting, project management, or event coordination

#### What Does a Recruiting Coordinator Do All Day?

- Daily scheduling, coordination and confirmation of candidate interviews.
  - Partner with multiple hiring managers including executives
  - Work closely with the administrative team supporting the hiring managers and executives
  - Ensure schedules are planned accordingly and all appointments are confirmed
  - Own the candidate travel component: ensure that candidates arrive to their interview on time and are prepared
  - Create and distribute detailed agendas and interview confirmations for the interview process
- Utilize tactful and effective communication, negotiation, influencing, and problem-solving skills to navigate challenging scheduling scenarios in a multi-stage process
- Support the recruiting team by tracking metrics, reporting, coordinating job postings, and performing light maintenance of the applicant tracking system
- Manage high volume requests and detailed information on a daily basis

For further information, contact:  
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### **Qualifications Include:**

- 1+ years of professional experience in managing schedules, making travel arrangements, and wrangling multiple calendars.
- Interpersonal skills – ability and desire to interface with a diverse group of individuals
- Relationship Driven – will take the steps to establish and manage great partnerships
- Intuitive and creative – is a natural problem solver with the ability to anticipate and respond to in the moment changes, challenges, and logistics
- Problem solver – succeeds and thrives on the ‘puzzle’ that calendaring, interview scheduling and the related logistics can entail
- Proactive and flexible – adapts to changing circumstances in the moment and works quickly to adjust
- Strong communication skills
- Ability to take initiative and meet or exceed tight timelines
- Attention to detail
- Decisive personality – ability to discern priorities and take action
- High School Diploma/GED required (additional education such as Certification or Associate’s Degree preferred)

### **How We Measure Success:**

- Adaptability, attitude, and approach to work
- Work ethic and dedication to job
- Team work
- Proactive approach
- Communication skills – professional, clear, and effective
- Meeting deadlines & Organization / Time management
- Quality of Data, Candidates, and Relationships

### **Benefits and Compensation:**

- Full-time, non-exempt
- Annual bonus potential
- Health, Dental and Vision Insurance
- Paid Time Off
- 401(k)
- Flexible spending (FSA)
- Life/AD&D, Short-Term Disability & Long-Term Disability

In order to be considered, candidates must reside within a commutable distance of Racine WI 53402, be able to provide their own transportation, and be willing to work onsite 4-5 days/week.

*The Novo Group is an equal opportunity employer and recruitment services provider and does not unlawfully discriminate against any applicant or candidate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other class protected by federal or state law.*

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