Job Ad Request Form

# Employer Information

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| Contact Name | Del Jackson | Department  Administration  Development  Human Resources  Marketing  Production  Sales |
| Phone | 301-963-5557 |
| Email | djackson@contoso.com |
| Address | 1101 New York Ave NW # 410, Washington, DC 20005 |

# Job Ad Information

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| Job Title | Staffing Coordinator | |
| Location | Washington, DC | |
| Job Type  Full time  Part time  Intern  Contractor | | Contract Type  Permanent  Temporary  Fixed term  Seasonal |
| Job Description | As a Staffing Coordinator, you will support our project management, recruitment, and sales teams who work with contract to hire, and permanent staffing placements, as well as coordination of database management and new hire procedures. | |
| Requirements | * Responsible for onboarding paperwork * Manage database and administrative tasks * Coordinate new hire processes | |
| Est. Start Date | 11/16/2023 | |