

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/19/2024



94065
Redwood City, CA, 94065

Administrative Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.75 to \$25.00 hourly
Employment status: Contract / Temporary

Description

REMOTE ROLE 100% REMOTE

Two month project: to help with our school bus driver recruiting efforts in LA. This position will be remote. Someone with an admin, office coordinator, or recruiting experience would be ideal. They need to be comfortable on the phone with great customer service skills. They'll be making a lot of outbound calls to candidates.

- Respond to all incoming questions on facebook regarding job posting
- Source candidates on indeed
- Send information session emails to all applicants using Lever
- Call all applicants to ensure they received the email, find out which session they will attend, and answer any questions
- Call applicants after information session to walk them through the DOT application
- Call applicants to offer jobs, inform next steps, and confirm for class

Requirements

Sourcing, Inbound Outbound Calls, Email Correspondence, Email Correspondence, Interviewing

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.