

**Would you like to be a part of our growing recruiting team that cares  
about people's experience with Calabrio?  
Then this is the career for you!**

The HR Recruiting Coordinator will aid in the development of an all-star team; we need a rockstar Recruiting Coordinator to be the logistical mastermind behind Calabrio's interviewing process. You'll be responsible for creating an exceptional experience for every candidate, from interns to senior execs. If you're a whiz with calendars, can strike up a conversation with ANYONE, and know that TLC is more than just three letters in the alphabet, then this is the next career for you!

[Calabrio](#) is a customer engagement software company that provides analytic insights to catalyze growth through customer service contact centers. The [Calabrio ONE®](#) software suite empowers everyone in an organization, from contact center agents to the CEO, with easy-to-use tools that provide a better understanding of the customer. Every customer interaction yields insights that expand customer-consciousness, which is how leading companies now drive growth and long-term corporate prosperity.

Calabrio solutions are built on an intuitive, web-based architecture that positions and accelerates the contact center as an epicenter for customer insight. A pioneer in its industry for more than two decades, Calabrio has been named "Leader" by Gartner in its Magic Quadrant for Customer Engagement Center Workforce Optimization (2015). The company is also a member of the Cisco Solution Partner Program and the Avaya DevConnect program.

**THIS IS WHAT SOME OF YOUR RESPONSIBILITIES WOULD BE**

- Recruitment Support: Scheduling, posting and back up for interviews
- Correspond with all candidates to keep them moving through the process
- Recruit non-technical roles with HR team
- Manage and participate in campus recruitment events and activities (e.g. college career fairs)
- Create and/or update all recruiting materials (brochures, flyers, etc.) as well as internal & external career websites to best reflect Calabrio culture and brand
- Maintain records and reports pertaining to applicant flow procedures utilizing ATS (ADP) as necessary
- Partner with HR to develop and implement recruitment campaigns (using job boards, government-mandated posting sites, social media, etc.)
- Assist in development of formal company internship program
- Plus, more fun!

**WHAT ARE YOU BRINGING TO CALABRIO?**

- Bachelor's degree required in human resources, business management, or related field
- 1+ years as a recruiting coordinator preferably in the software industry

- Working knowledge of Applicant Tracking and staffing systems is required, ADP preferred
- Desire to work in high-technical organization
- **Communication:** Effectively listens to others and makes clear and effective oral presentations to individuals and groups regarding work-unit or organization issues. Communicates effectively in writing; is clear, concise and easily understood
- **Flexibility:** Adapts to change in the work environment in ways that help work-unit staff keep projects “on course.”
- **Interpersonal Skills:** Considers and appropriately responds to the needs, feelings, capabilities, and interests of others
- **Planning:** Establishes policies, guidelines, plans, and priorities required to meet work-unit or organization objectives
- **Resource Utilization:** Responsibly spends financial resources in ways that result in ultimate accomplishment of work-unit or organizational objectives. Effectively and efficiently uses materials, supplies, equipment, systems or organization facilities
- **Self-Management:** Engages in the effective use of self-assessment and self-management techniques in order to proactively and continuously improve own performance. Exhibits full responsibility for one’s own work achievements and consistently maintains a high level of self-management that contributes to sustained high performance
- **Time Management:** Effectively uses the time available to complete work tasks and activities that lead to the achievement of expected work objectives (as results or outputs)

#### MENTAL/PHYSICAL REQUIREMENTS

- Ability to sit for long periods of time depending on your position and/or getting up and down through your work shift
- Frequent alpha/numeric keyboarding
- Ability to view a computer for a long period of time

#### COMPANY POLICY/PROCEDURES COMPLIANCE

Follow all company policies and procedures as well as local, state and federal laws concerning employment to include, but not limited to: I-9 information, EEOC, Civil Rights and ADA.

#### BENEFITS

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental, vision and 401k benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To apply to this career opportunity, follow this link:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=calabrio&jobId=146024&lang=en\\_US&source=CC636473](https://workforcenow.adp.com/jobs/apply/posting.html?client=calabrio&jobId=146024&lang=en_US&source=CC636473)

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