

Temporary Coordinator, Talent Acquisition



Phone :

Web : <https://www.mlssoccer.com/>

Job Summary

Vacancy :

Deadline : Apr 14, 2025

Published : Mar 23, 2025

Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor's Degree required

Job Description

Overview

Our team champions our culture by working to attract and retain the best people. In this role you will support the Talent Acquisition team in recruitment operations and full cycle recruitment functions.

Responsibilities

- Schedule phone, zoom, and in-person interviews
- Manage candidate travel logistics
- Process Talent Acquisition vendor payments
- Support the temporary employee process:
 - Processing invoices
 - Onboarding and offboarding
 - Tracking temporary employee status
- Support the team by building talent pipelines and candidate networks that align with organizational strategic objectives and goals
- Assist the recruitment team with job postings, candidate logistics and onboarding activities for full-time new hires
- Process offer letter execution, and coordinate all onboarding logistics
- Develop and manage relationships with candidates, recruiters, and hiring managers, prioritizing a positive candidate and hiring manager experience
- Support the recruitment process in an administrative capacity across multiple areas in a dynamic, fast-paced environment

Additional Responsibilities

- Support special programs and recruitment events (intern program, career fair and networking events, etc.)
- Support the team with ad hoc projects, as needed
- Additional responsibilities as assigned.

Qualifications

Education and Experience

- Bachelor's Degree required
- 1+ year of experience in administration & recruitment

Required Skills

- Proven experience within an administrative/support function in a high-volume environment
- Ability to handle confidential information with discretion
- Exceptional time management skills; proactive with a sense of urgency
- Interested in pursuing a career in Talent Acquisition
- Familiarity with recruitment technology such as applicant tracking systems, video interviewing platforms and/or LinkedIn Recruiter
- Superior organization, project management skills and attention to detail
- High level of commitment to quality work product and organizational ethics, integrity and compliance
- Ability to work effectively in a fast paced, team environment
- Strong interpersonal skills and the ability to effectively communicate, both written and verbally
- Proficiency in Word, Excel, PowerPoint and Outlook
- Demonstrated decision making and problem-solving skills
- Meticulous with the ability to multi-task and meet deadlines with minimal direction

Desired Skills

- Familiarity with iCIMS (ATS), and/or Smartsheet a plus

Total Rewards

Major League Soccer offers starting base compensation of \$20.00 - \$22.00/hour based on individual qualifications, market financials, and operational business needs. We are committed to providing a Total Rewards package that attracts, supports, engages, and retains talent.

We believe in the power of in-person collaboration to fuel creativity, strengthen connections, and cultivate a vibrant workplace. As a result, employees are required to work from an MLS office at least four days a week. We understand the value of balance, so employees also have the flexibility of working remotely on Fridays, along with the option to take up to two additional remote flex days each month.

At Major League Soccer, we are proud to be an equal opportunity employer. We value diversity and inclusion and believe that a diverse workforce enhances our ability to compete in the marketplace. We are committed to providing equal employment opportunities to all individuals regardless of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation throughout the job application or interview process, essential job functions, and other benefits and privileges of employment. If you require accommodation, please contact us to request it.

Education & Experience

Must Have

Educational Requirements

Bachelor's Degree required

Compensation & Other Benefits
