



<https://reliablestaffing.com/job/helper-coordinator-full-time-rscaus4077/>

Helper Coordinator-Full Time- RSCAUS4077

Description

Reliable Staffing Austin is seeking a Helper Coordinator. The Helper Coordinator is responsible for reviewing the daily helper needs provided by the operations and coordinate the daily staffing of helpers. The Coordinator is also responsible for reviewing helper hours for accurate recording of time and assignments. They will work closely with the operation, communicating helper performance and administration of uniforms and tracking helper performance.

Job Location

8920 Business Park Drive Suite 250 Unit 7, 78759, Austin, Texas, United States

Valid through

18.09.2029

Base Salary

\$ 34,977

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

jobplacements@reliablestaffing.com

Industry

Administrative and Support Services

Qualifications

Requirements: Must have excellent organizational skills. Ability to communicate effectively both written and oral. Solid working knowledge of MS Office. Ability to interact with people holding different positions as well as different responsibilities.

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