



Hiring Services Coordinator

Part-Time, 10 Hours per Week

BHC is looking to add a Hiring Services Coordinator to our team! The Hiring Services Coordinator is responsible for keeping hiring activities organized, moving efficiently through established work cycles, and ensuring timely communication with clients and candidates.

The ideal candidate is highly organized, responsive, detail-oriented, and comfortable working in a fast-paced, client-service environment.

This individual should have experience preparing job advertisements and postings, interviewing candidates for **entry-level positions within veterinary practices** and be comfortable assessing candidates for basic qualifications, communication skills, reliability, professionalism, and overall fit.

Required Qualifications

- Previous experience working in a veterinary practice, veterinary hiring, or a closely related veterinary industry role.
- Experience interviewing or screening candidates for **entry-level veterinary practice positions**.
- Strong administrative and organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to communicate professionally with both clients and candidates.
- Strong follow-through and ability to manage multiple tasks and deadlines.
- Comfortable working independently and managing a part-time workload with limited day-to-day supervision.
- Proficiency with standard business technology, including email, spreadsheets, virtual meeting platforms, and applicant/hiring systems.
- Ability to maintain confidentiality and handle candidate and client information appropriately.

Hours & Work Arrangement

- Schedule may be flexible but must provide sufficient availability during normal business hours to support client and candidate communication and scheduling.
- Some flexibility may be required based on hiring activity, interview schedules, and client needs.

Compensation

\$16-\$17 per hour; part-time, 10 hours per week

Key Responsibilities

Hiring Administration & Coordination

- Manage the ongoing workflow for assigned client searches, ensuring that recruiting activities, candidate follow-up, and client communication all stay on track.
- Track open positions, candidate activity, interview progress, and next steps.
- Ensure hiring activities are completed according to established timelines and processes.
- Place and manage job advertisements across appropriate job boards and platforms.
- Refresh, update, or remove job postings as positions progress or close.
- Monitor applicant flow and organize candidate information for review.
- Maintain accurate hiring records and ensure applicant information is documented appropriately.
- Schedule candidate interviews and coordinate calendars between candidates, clients, and the Hiring Services team.
- Follow up on outstanding hiring activities to keep searches moving forward.
- Assist with maintaining hiring templates, resources, and administrative tools.

Client Communication

- Provide timely and professional communication to clients regarding hiring activity, candidate status, interviews, and next steps.
- Send routine hiring updates and follow-up communications using established processes and templates.
- Respond to routine client questions and requests or appropriately route them to the appropriate Hiring Services team member.
- Help ensure clients have clear visibility into the status of their hiring searches.
- Maintain a high level of professionalism and responsiveness in all client interactions.

Candidate Screening & Interviewing

- Conduct initial phone or virtual interviews with candidates for entry-level veterinary practice positions.
- Interview candidates for roles such as veterinary assistants, receptionists, client service representatives, kennel/animal care staff, and other entry-level hospital positions.
- Evaluate candidates against established position requirements and screening criteria.
- Assess candidates' communication skills, professionalism, customer service orientation, reliability, and interest in working in a veterinary practice.
- Document interview notes and provide concise, objective candidate summaries to the Hiring Services team and/or client.
- Maintain appropriate candidate communication throughout the hiring process.
- Provide a positive and professional candidate experience.

General Administrative Support

- Maintain organized hiring files, trackers, and databases.
- Prepare routine reports or status updates as needed.
- Assist with hiring-related projects and process improvements.
- Identify administrative issues or bottlenecks and bring them forward to the appropriate team member.
- Support the Hiring Services team with other administrative activities as needed.

Success in This Role

Success in this position means that Hiring Services searches **move consistently and efficiently through each stage of the hiring process**. Job postings are timely and accurate, hiring work cycles stay on track, clients receive prompt communication, candidate interviews are conducted professionally, and administrative details are handled accurately.

The ideal person will bring a combination of **strong administrative discipline and practical veterinary interviewing experience** and will become a dependable extension of the Hiring Services team.