



Dupre' Logistics is currently seeking a **Part Time Recruiting Coordinator** for our Recruiting Department in Lafayette, LA.

### **Company Description**

Dupre' Logistics is a fast growth transportation & logistics provider that is adding to our organization in order to meet and exceed these goals:

- provide safe service that's profitable
- continue to profitably grow our business
- be the employer of choice
- be a career destination rather than a stepping stone on your career path

### **Key duties:**

- Set up and send pre-hire paperwork and training
- Schedule and ensure completion of drug & alcohol testing, physicals, etc.
- Coordinate travel arrangements, including but not limited to hotels, rental cars, and flights.
- Submit candidate information to appropriate departments (i.e. payroll, benefits, orientation, etc.)
- Complete onboarding paperwork (i.e. I-9, etc.)
- Assist in answering incoming calls and route accordingly
- General administrative duties for department as needed including filing, scanning, updating employee records, sorting mail, data entry, and conducting research
- Other duties as requested by Recruiting Manager and management team

**This position offers a flexible work schedule during normal business hours.  
Part-Time Recruiting Coordinators will average 15-25 hours per week.**

### **Job Qualifications**

- 2 years university course work is preferred in one of the following areas: Business Management, Marketing, or similar major
- Proven ability to deal with personal and confidential information in a professional
- Excellent communication skills and strong attention to detail/accuracy
- Ability to work in a team environment while being self-directed, motivated & process oriented
- Ability to handle a high volume of employee & manager requests
- Ability to work independently, self-starter and goal oriented
- Must have working knowledge of Microsoft Word and Excel

**Dupré Logistics, LLC**

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