
Title: Contractor Services Coordinator - Houston

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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Position Overview

The Contractor Services Coordinator reports to the Contractor Services Manager and is responsible for the day-to-day operations and support of contingent and EOR workers across the US with a focus on delivering an excellent worker experience.

The Contractor Services Coordinator is expected to be self-directed and client focused. The successful candidate will have experience working in a fast-paced environment, requiring great attention to detail. They will operate with integrity and be responsible for fostering good worker relations. To be effective, the Contractor Services Coordinator must be highly organized and detail oriented, with exceptional customer service skills, and able to effectively manage a heavy workload.

Primary Responsibilities

- Ensure that the quality of service and attention to detail is best-in-class.
- Initialize, and manage background screening requirements for Market Makers
- Manage Pre-employment process end to end
- Review results, and make a determination of compliance to customer policy
- Be familiar with employment law, and retain expertise on company policies around screening requirements
- Exceptional customer service dealing with internal, and external clients
- Ideal candidate will have MS Office skills, and be adept at adopting multiple systems to manage the work
- Position requires a degree of data management pertaining to invoice, transaction reconciliation and customer data entry.
- Excellent communications skills, able to communicate professionally in person and on the phone
- Person must be detail oriented
- Other work as assigned

Skills and Experience

- Preference experience of a minimum 1 year in Staffing Services or Human Resources operations
- Exceptional customer service skills and demeanor
- Strong verbal and written communication skills.

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- A high level of attention to detail.
- Professional and engaging, with solid organizational and time management skills.
- Self-directed with the ability to keep up with a very fast-paced environment.
- Proximity to the Houston office preferred

Education and Qualifications

- High School Diploma Required
- Higher education or equivalent experience is a plus
- HR Certification a plus
- Recent College Graduates a plus
- Minimum 2-3 years of professional experience.
- Languages an advantage

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.