

# WORK VAPOR

Job Link: <https://workvapor.com/jobs/recruiting-coordinator-6-months-talent-acquisition-232304/>

## HIRING ORGANIZATION

hims & hers

## EMPLOYMENT TYPE

Temporary

## JOB LOCATION

? Remote work from: United States

## DATE POSTED

? 09/04/2026

## RECRUITING COORDINATOR – 6 MONTHS – TALENT ACQUISITION

### DESCRIPTION

#### Recruiting Coordinator

**Company:** hims & hers

**Location:** United States

**Work Type:** Remote / Flexible

**Employment Type:** Temporary, 6 months

**Duration:** 6 months with potential to extend

#### Contact Details

**Email:** [accommodations@forhims.com](mailto:accommodations@forhims.com)

**Important:** This email is for reasonable accommodation requests only. Please do not send resumes to this address.

#### About hims & hers

hims & hers is a health and wellness platform focused on making healthcare more accessible, personal, and affordable.

The company is building a large Talent Acquisition team and is looking for a Recruiting Coordinator to support fast-moving hiring activities.

#### About the Position

The Recruiting Coordinator will support recruiters, hiring managers, interviewers, and other teams throughout the hiring process.

This position goes beyond interview scheduling. The coordinator will help improve candidate experience, manage recruiting operations, maintain accurate ATS records, and support smooth hiring workflows.

This is a 6-month temporary position with the potential to extend.

#### Key Responsibilities

- Manage interview scheduling from start to finish.
- Schedule interviews across multiple time zones.
- Create a smooth experience for candidates.
- Coordinate with recruiters and sourcers.
- Work closely with hiring managers.
- Anticipate scheduling needs.
- Resolve scheduling conflicts quickly.
- Move candidates through the recruiting process efficiently.
- Coordinate complex interview panels.
- Support senior-level and leadership interviews.
- Work with executive assistants and interviewers.
- Manage recruiting logistics.
- Maintain accurate ATS information.
- Help recruiters prepare interviewers.
- Send timely interview information and reminders.
- Identify workflow improvement opportunities.
- Improve candidate experience.
- Improve communication with hiring teams.
- Support ATS data hygiene.
- Assist with recruiting reports.
- Support recruiting performance tracking.

### **Required Qualifications**

- 2+ years of recruiting coordination or scheduling experience.
- Experience in a high-growth or startup environment is preferred.
- Proficiency with GSuite.
- Experience with Ashby or a similar ATS.
- Strong written communication skills.
- Strong verbal communication skills.
- Strong interpersonal skills.
- Ability to build trust with different stakeholders.
- Ability to communicate with senior leaders and executives.
- Strong ownership and urgency.
- High attention to quality and detail.
- Experience scheduling across U.S. time zones.
- Experience scheduling internationally.
- Ability to manage changing priorities.
- Strong problem-solving skills.
- Initiative to identify and improve broken processes.

### **Work Environment**

- United States position.
- Flexible and remote-friendly work approach.
- Fast-moving recruiting environment.
- Cross-functional collaboration.
- Candidate-focused work environment.
- Temporary 6-month position.
- Potential to extend.

### **Benefits**

Benefits highlighted by the company include:

- Competitive salary and equity compensation for full-time roles.
- Unlimited PTO.
- Company holidays.
- Quarterly mental health days.
- Medical, dental, and vision benefits.
- Parental leave.
- Employee Stock Purchase Program (ESPP).
- 401(k) with employer matching.
- Offsite team retreats.

### **Equal Opportunity and Accommodation Information**

Hims & Hers is committed to building a workforce with diverse perspectives.

The company considers qualified applicants in accordance with applicable fair chance laws and other employment requirements.

For reasonable accommodation related to a disability or veteran status, contact:

[accommodations@forhims.com](mailto:accommodations@forhims.com)

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### **How to Apply**

Applications should be submitted through the employer's application process.

### **Company Contact Information**

hims & hers

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Employment Type: Temporary, 6 months

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**Accommodation Email:** [accommodations@forhims.com](mailto:accommodations@forhims.com)