

Work Vapor

<https://workvapor.com/jobs/talent-acquisition-coordinator-hr-support-career-growth-manage-hiring/>

Talent Acquisition Coordinator, HR Support, Career Growth – Manage Hiring

Base Salary

USD 58000 - USD 80000

Description

Integral Consulting Inc.

Hybrid / Remote / Office option | Full-time position | Salary \$58,000 – \$80,000 yearly

Email: integraljobs@integral-corp.com

About The Work

This work is about helping in hiring process. Person will talk with candidates, manage interviews, and support hiring team. Work is simple but needs attention and care. Main focus is to give good experience to candidates and keep hiring process smooth.

Main Responsibilities

- Talk with candidates and give updates
- Schedule interviews and manage timing
- Share resumes with hiring managers
- Maintain data in ATS system
- Post job openings and track applications
- Support hiring managers in daily work
- Keep records and improve hiring process

Skills Needed

Person should have basic HR or recruiting experience. Around 2+ years is good. Should know how hiring process works. Knowledge of ATS system is helpful. Communication should be clear and polite. Person should be organized and manage time properly.

Work Style

Work can be remote, hybrid, or office based. Work environment is active and needs fast response. Person should handle multiple tasks together and still stay calm.

Benefits

- Health insurance
- Dental and vision insurance
- 401(k) matching
- Paid time off and sick leave
- Disability insurance
- Growth and learning support

Hiring organization

Integral Consulting Inc.

Employment Type

Full-time

Job Location

United States

Remote work from: United States

Date posted

04/19/2026

Apply Process

Send your resume by email.

Email: integraljobs@integral-corp.com

Include:

- Resume
- Short intro
- Experience details