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# Example of Nurse Recruiter Job Description

Our growing company is looking to fill the role of nurse recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for nurse recruiter

* Phone screening, interviewing, and counseling candidates
* Overseeing job requisitions from hiring managers
* Identifying critical success factors
* Develops recruitment strategies
* Establish external relationships (schools, media, community organizations, ) to enhance recruitment
* Process and ensure that all the new hire on-boarding clearances are complete in a timely manner
* Take part in job fairs, open houses, as part of the recruitment effort
* Handle other related duties as may become necessary or as directed by the Department Director and/or Administrator
* Writes and places job advertising in various media
* Excellent process improvement and project management skills is a plus

## Qualifications for nurse recruiter

* Previous experience as a clinical nurse
* Healthcare or Physician Office Extender recruitment experience preferred
* Excellent communication and negotiation skills, team based approach
* Licensure/ PHR Certification preferred
* Nursing School Diploma BA/BS Degree preferred
* Current RN license and minimum 1 years nursing experience preferred