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# Example of Nurse Recruiter Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of nurse recruiter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for nurse recruiter

* Identify and submit qualified candidates to Hiring Managers based on the provided job description
* Has authority to commit the employer in matters that have significant financial impact
* Complete other related duties as may become necessary or as directed by your department director, and/or administrator
* Full life-cycle recruitment activities to include utilization of proactive and continuous sourcing strategies that develop effective pipelines and networks of diverse talent for UNC Health Care
* Coordination with managers about hiring needs and planning recruiting timelines
* Creating requisitions in Taleo and posting positions for recruitment on career sites
* Reviewing applications and resumes for appropriateness of skills, expertise, and knowledge in relation to position requirements
* Pre-screening and qualifying candidates for hiring managers
* Reviewing benefit package with candidates
* Creating, extending and negotiating offers of employment for selected candidates

## Qualifications for nurse recruiter

* Previous experience in recruitment, nursing recruitment preferred
* Previous experience in recruitment and retention strongly preferred
* Previous nurse recruitment experience preferred
* National Nursing Administration certification preferred
* Computer literacy in Microsoft Office applications sufficient to produce reports and track data preferred
* Nurse I Level II - An ADN or Diploma in Nursing and approximately 1 year of experience, or an ADN or Diploma in Nursing and a bachelor's degree in a related field and no experience