



# Example of Healthcare Recruiter Job Description

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Our innovative and growing company is searching for experienced candidates for the position of healthcare 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 healthcare recruiter

- Document Management Coordinators
- Care Management Coordinators
- Identifies
- Sourcing resumes
- Staying in constant contact with potential candidates
- Developing strategies to attract and retain talent
- Scheduling interviews and follow ups
- Conducts strategy meetings with hiring managers to identify expectations, clarify processes and provide regular updates
- Conducts strategic recruitment activities including attending / coordinating job fairs, conferences, on-campus and other special events
- With approval of the Regional Director of Recruiting strategically utilizes staffing agencies and external search firms

## Qualifications for healthcare recruiter

- Healthcare Industry experience and previous experience in corporate finance/accounting environments or healthcare revenue cycle is also preferred
- Bachelor's degree required, MBA and/or CPA highly desirable
- Microsoft Visio Knowledge of and ability to use a talent acquisition system
- Live within 1 hour radius of San Antonio, TX

- Assisting in developing recruitment strategies that support organizational goals