



# Example of Healthcare Recruiter Job Description

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Our growing company is looking for a healthcare recruiter. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for healthcare recruiter

- Partnering with Hiring Managers to identify current and future staffing needs
- Establishing and maintaining external relationships to achieve recruitment objectives
- Identify skills and competencies required to support current and future business activities and utilize recruitment media, job fairs, and e-recruiting tools as required to attract qualified candidates
- Maintain database with accurate candidate contact information, qualifications and selling points
- Establishing external relationships (schools, media, community organizations, ) to enhance recruitment
- Processing and ensuring that all the new hire on-boarding clearances are complete in a timely manner
- Taking part in job fairs, open houses, as part of the recruitment effort
- Assisting with the advertising budget and suggesting approaches to employment advertising
- Obtaining references and transcripts
- Evaluating turnover and identifying retention problems

## Qualifications for healthcare recruiter

- Successful candidates will have excellent business development, recruiting, negotiation, communication, management and problem-solving skills

- Healthcare and/or high-volume experience preferred
- Communicates effectively, on the phone and in writing
- High-volume and/or healthcare recruiting preferred
- Healthcare Recruiter and/or high-volume experience preferred