



Example of Healthcare Recruiter Job Description

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Our company is looking to fill the role of healthcare recruiter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for healthcare recruiter

- Develop a recruitment plan daily to source highly qualified candidates for Special Education departments in schools
- Make up to 100 phone calls a day to try to connect with potential candidates for opportunities to work
- Input all notes and correspondence into an Applicant Tracking System
- Source candidate leads from job boards, the data base, and postings
- Network and gain referrals
- Interview candidates to evaluate their qualifications
- Negotiate compensation and benefits packages
- Manage the candidate through the onboarding process
- Administer the employment contracts and input all the data to the payroll and billing system
- Develop long lasting relationships with employees by providing excellent support and service

Qualifications for healthcare recruiter

- 1 + years of sales, professional services, B2B, or recruitment experience in a Healthcare industry
- Healthcare and/or high-volume recruitment experience preferred
- Self-confident, sales driven and able to successfully work in a highly competitive marketplace
- Ability to anticipate/identify customer problems/needs and recommend appropriate solutions

