



Example of Healthcare Recruiter Job Description

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Our innovative and growing company is hiring for a 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

- Review the Hiring Manager's interview performance with each candidate and take appropriate action, when warranted
 - Extend offers of employment to selected candidates with the approval of the Hiring Managers and within the guidelines of the hospital's compensation policy
 - Implementing the sourcing strategy and sourcing qualified candidates for open positions in a designated functional area of the client's organization
 - Utilizing a variety of sources in line with the client's branding and social media policies with a focus on direct sourced (passive) candidates
 - Maintaining timely and accurate information on all candidate interactions in the database
 - Proactively pipelining talent and creating pre-qualified candidate talent pools in line with the client's workforce plans
 - Maintaining contact with existing talent pool candidates to obtain and capture up to date market intelligence and briefing them on potential current and future opportunities
 - Assisting with development and implementation of candidate initiatives such as candidate newsletters, marketing campaigns, sourcing strategies
 - Program Management for our Traveler (contingent) staff recruitment efforts
 - Partner with Master Service Provider to ensure successful sourcing and onboarding of Travelers
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- Healthcare and high-volume experience preferred
- Experience in recruiting preferred
- Works well with hiring manager to understand workforce needs, helps with succession planning
- Selling the company
- Organizes and manages time well
- Communicates the hiring process to candidates