



Example of Physician Recruiter Job Description

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Our company is looking to fill the role of physician 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 physician recruiter

- Complete Skype interviews with qualified candidates and collect screen shot for identity verification purposes
- Send out 1099 new hire packet to candidates, copying compliance on the email
- Send RTR's to candidates for all requisitions that they are being considered for
- Upon receipt of the signed RTR, send Offer letter to candidate
- Upon receipt of signed offer letter, manually change status to HIRED and fill against requisition
- Document all candidate activity and contact in MSP
- Maintain ongoing relationships with candidate base through various means (calls, emails, LinkedIn)
- Attract candidates that support AMG and AHS Clinically Integrated Network and Trusted Network of Caring® through impactful recruitment marketing collateral
- Assists with development of the recruitment budget for all advertising, promotion, and social activities related to physician and advanced practitioner recruitment
- Responsible for physician and advanced practitioner recruitment sourcing strategies, including researching and utilizing appropriate print and digital media, and attending state and national conferences to identify candidates

- As workloads allow, assist the Medical Affairs Department on various projects that drive the growth and development of the Paladina Health Medical Group
- College degree, preferably in marketing, public relations or a business-related field plus 2 years of work experience
- High degree of judgment and independent decision-making with regard to the analysis of applicant credentials, skill level and the subsequent referral of the appropriate Medical Director
- High degree of initiative, creativity and willingness to accept responsibility
- Availability in the early mornings, evenings or weekends as needed to enhance recruitment efforts
- Exercises sound judgment in responding to HR inquiries