



Example of Physician Recruiter Job Description

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

Responsibilities for physician recruiter

- Responsible for obtaining medical staff credential information, hospital privileges, benefit forms, license and DEA certificate
- Maintain working knowledge of physician employment agreements by coordinating with each area of the Human Resources to ensure that compensation, relocation, benefits, payroll, and other functions are fulfilled as agreed
- Coordinate the physician onboarding process working closely orientation team members
- Adheres to our Trusted Network of Caring® and exhibits our core values
- High volume sourcing, interviewing and screening of candidates to maintain a pipeline of qualified diverse available candidate database for high turnover and hard to recruit positions
- Develops effective recruitment strategies/campaigns for recruitment of physicians in training and in practice in designated specialties including direct mail, advertising, residency programs, and state/national medical organization and specialty meetings
- Effectively promotes MCH at a variety of recruitment functions such as job fairs, university and college career days and career events targeted for special populations
- Manages external sources and vendor relations related to recruitment needs by sourcing, recommending and initiating recommended source and communication with hiring managers
- Provide exceptional customer service to customers and co-workers, by

- Ensures compliance with EEO and AA regulations as required by State and Federal laws

Qualifications for physician recruiter

- Maintain up to date information in MSP (current resumes, current list of Epic modules used, ratings for candidates after project completion)
- Assist in maintaining various spreadsheets containing candidate/project tracking information
- Customer Service Skills, Strong Computer Skills
- Bachelor's degree in human resources management, business administration or a related field required OR Associate degree in a related field with 10 years of recruitment or related experience
- Three years of recent physician and/or advanced practitioner recruitment experience
- Consistently collects and analyzes data on demographics and hiring activity for use in the design of future recruitment plans and manage budget