



# Example of Regional Recruiter Job Description

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Our company is hiring for a regional recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regional recruiter

- Manage recruiting lifecycle including postings, interview process, selection, offers, and candidate communication
- Partnering with Area Managers, Sales Managers and Hiring Managers to source, qualify, interview and hire top producing Loan Officer Candidates in strategically defined market regions
- Communicate weekly with Regional and Branch Managers to review recruiting reports, growth goals and progress weekly communications
- Oversees full lifecycle recruitment and placement activities for non-exempt hires at multiple retail stores
- Establishes recruiting sources with outside agencies, colleges, technical schools, as needed to fill positions in multiple store locations and states
- Generate leads through various recruitment channels
- Serve as a business partner in support of an assigned region, ensuring our current and future recruitment needs are thoroughly supported and developed through productive and ongoing communication with administrators and d
- Build long term relationships with prospective candidates, supported doctors, and field operations to develop a strong pipeline of doctors necessary to support growth strategies
- Travel to support client meetings, interviews, and presenting at industry or school events as needed
- Serve as a business partner in support of an assigned region, ensuring our current and future recruitment needs are thoroughly supported and developed through productive and ongoing communication with

## Qualifications for regional recruiter

- Ability to develop and deliver presentations to all levels of the organization
- Able to handle complex and/or sophisticated recruitment efforts, matters or projects
- Good interpersonal skills sufficient to convey and receive information on a one-on-one basis
- Administrate year-round travel schedule, in collaboration with supervisor and regional team, reflective of traditional fall and spring recruitment, regional and seasonal opportunities identified
- SPHR or PHR certification a plus
- Strong knowledge of business and or healthcare as typically obtained through the completion of a bachelor's degree, healthcare administration, marketing or related field