

Associate Recruiter

Job Summary:

The Associate Recruiter (AR) will manage physician and facility inquiries regarding placement opportunities. This is an entry-level job. You will learn and grow as you go through our extensive training program.

Responsibilities/Duties:

- *Establish and maintain communication and rapport with providers and/or clients to encourage a long-term working relationship.*
- *Identify suitable candidates through a variety of sourcing techniques.*
- *Utilize various channels of candidate sourcing through Internet job boards, referrals, internet resources, and direct recruitment methods.*
- *Conduct and review internet searches to source potential candidates, conduct database searches, input findings, and track results.*
- *Engage healthcare providers via indirect and direct recruitment methods.*
- *Screen candidates to ensure their qualifications meet job requirements.*
- *Create and organize job postings schedule and organize interviews with potential candidates.*
- *Hone and develop these skills so you can graduate to the full **Recruiter** position.*

Required Skills/Abilities:

- *Excellent verbal and written communication skills.*
- *Strong analytical and problem-solving skills.*
- *Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or related software.*
- *Strong internet searching capabilities.*
- *Data mining/analysis skills- a strong ability to mine and analyze recruiting data.*
- *Data entry experience- the ability to enter information accurately into a database.*
- *Experience with professional and social sites such as LinkedIn, Facebook, etc.*
- *Excellent interpersonal and customer service skills.*
- *Excellent sales and customer service skills.*
- *Excellent organizational skills and attention to detail.*
- *Excellent time management skills with a proven ability to meet deadlines.*
- *Strong analytical and problem-solving skills.*

- *Ability to prioritize tasks and to delegate them when appropriate.*
- *Ability to function well in a high-paced and, at times, stressful environment.*

Education and Experience:

- *Recent college graduate*
- *One or more years of work experience in roles such as sales, customer service, or hospitality.*

Physical Requirements:

- *Prolonged periods of sitting at a desk and working on a computer.*

