

Recruiting Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE

Employment status: Contract / Temporary

Description

Our healthcare practice group is currently seeking a detail-oriented, organized Recruiting Coordinator. The Recruiting Coordinator is responsible for attracting candidates by: sourcing experience in candidates utilizing job boards, Social Media, Job Fairs, creative search techniques, and headhunting/cold calling; research and generate lists of target candidates within established industries; manage on-line job posting strategy, including research into new job boards and websites; mine social networking databases for active and passive candidates; build targeted marketing campaigns to attract key talent; consistently evaluate new tools and technologies for internet research and candidate attraction.

Responsibilities:

- Partner with the managers and local resources on hard-to-fill technical positions.
- Creatively search for potential candidates, make initial contact to pre-qualify candidates and generate interest in the opportunity.
- Conduct market research to identify and present the most sought-after talent to the recruitment team.
- Build and maintain an on-going, proactive pipeline of candidates.
- Create and foster relationships with colleges and/or diverse detail oriented organizations to attract and recruit alumni and diversity candidates.
- Recruit a high volume of positions for fast paced and hard-to fill, unique positions.
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Managing OFCCP compliance reports and onboarding.
- Pre-screen candidates to ensure minimum qualifications are being met.
- Maintain accurate and well-ordered documentation on all candidates and searches, ensuring all OFCCP compliance regulations are being met.

If interested in this job opportunity, please apply today!

Requirements

Minimum Requirements:

- Bachelor's degree from four-year college or university preferred or equivalent; High School Diploma or GED required.
- Must be very creative and able to do extensive research.
- Must be detail-oriented.
- Must be willing to cold-call prospective candidates.
- Experience working with an applicant tracking system; generating statistical and compliance reports required Sourcing experience required.
- Experience within the healthcare industry required.

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This Job Posting will expire in 10 days.