# Nurse Recruiter

## Job Description Template

[Facility name] is seeking a nurse recruiter to join our thriving healthcare organization. At [Facility name], we understand that healthy patients require a healthy workforce. We strive to support both our patients and our staff by providing competitive benefits — with flexible remote and hybrid working options for our recruiting staff.

The nurse recruiter will be responsible for identifying and hiring nursing professionals at all levels to fill vacancies in our [department name]. You will work closely with our hiring managers to ensure that each role is filled with the most suitable candidates.

## Benefits

- Flexible schedule
- Health benefits for employee and family
- Base salary and commission
- 401(k) retirement plan
- Paid Time Off (PTO)
- On-site gym for employees

## Duties and Responsibilities

- Implement recruiting strategies to identify highly qualified candidates for active job openings
- Create and post new listings on various job boards to attract applicants
- Screen resumes, cover letters, and application materials for qualifications and experience
- Conduct phone, video, or in-person interviews to assess a candidate's fit
- Check references to verify a candidate's work history, skills, and experience
- Coordinate and schedule interviews with hiring managers or members of the nursing management team
- Negotiate job offers and terms of employment with selected candidates
- Foster strategic partnerships with nursing schools and healthcare organizations to source potential applicants

## Compensation and Shifts

- Nurse recruiter base salary: $50k-80k
- Uncapped commission
- Bi-weekly or weekly pay schedule
- Full-time position

## Qualifications and Skills

- Strong interpersonal and organizational skills
- In-depth understanding of healthcare and the range of nursing specialties
- Keen attention to detail for screening applications and references
- Adherence to laws and regulations related to hiring and employment
- Bachelor’s degree in human resources, nursing, or equivalent required
- Two years of experience as a recruiter preferred

# Join Our Team Today

Are you ready to take your career to new heights? Take the first step today by visiting the “Careers” page on our website and submitting your application.