

## **T.H.E. CLINIC, INC.**

### **JOB DESCRIPTION**

**POSITION:** **Recruiting Coordinator**  
**DEPARTMENT:** Administration  
**STATUS:** Full-Time, Non-Exempt

#### **POSITION SUMMARY:**

Under the direction of Director of Human Resources, the Recruiting Coordinator provides HR related support to the Department. Scopes of Function include recruiting and sourcing talent, with a particular emphasis on the healthcare industry.

#### **Essential Duties and Responsibilities:**

- Provide support to an organization in finding the qualified candidates for vacant job positions.
- Contribute to the human resource management and employment for smooth functioning of a medical facility.
- Review large number of resumes or curriculum vitae
- Research for job fairs, job seminars and involve in cold calling, referral recruiting, etc., to get the right candidate.
- Screen each resume carefully to shortlist the appropriate ones, based on the professional and personal credentials.
- Manage interview on telephones or personal meeting to figure out the matched qualities, before processing it to the hiring manager or key interview panel.
- Assist in arranging face-to-face interview with higher management.
- Assist the managers in recognizing the key skills and competencies of the candidate to make the final selection of the candidate.
- Negotiate and decide the cost/salary of the employee in consultation with the higher management.
- Check the background of candidates followed by employment reference checking.
- Carry out pre-employment tests like medical test, intelligence quotient, emotional quotient, etc.
- Report to the manager on the status of the interview and selection process.
- Work according to the rules, regulations and recruitment strategies of the organization.
- Suggest new approaches towards developing better recruitment policies.
- Arrange several marketing initiatives in advertising job vacancies through job sites, company website, newspaper, job vacancy journals, etc.
- Monitor the need for new employees for a particular post.
- Suggest effective employee benefit schemes to enhance the organization's effectiveness.
- Be aware of the healthcare job market trends.
- Analyze and review the effectiveness of the selected candidates and take corrective steps if goals are not met.

#### **Required Education and Qualifications:**

1. Bachelor's degree in Human Resources, Business Administration, or a related field.
2. Minimum of 3 years of experience in recruitment, with a focus on healthcare recruitment preferred.
3. Strong knowledge of healthcare industry trends, regulations, and best practices.

4. Excellent communication and interpersonal skills, with the ability to build rapport with candidates and colleagues at all levels of the organization.
5. Proficient in the use of recruitment tools and platforms, including applicant tracking systems, job boards, and social media.
6. Detail-oriented with strong organizational and time-management skills.
7. Ability to work independently and manage multiple priorities in a fast-paced environment.
8. Commitment to promoting diversity, equity, and inclusion in the workplace.

**Physical Demands:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, keyboards, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.