

## **Sample One – Firm Physician Recruiter Job Description**

### **Recruiter Responsibilities:**

- Phone marketing to obtain clients.
- Cold calling to generate candidates.
- Interviewing potential candidates via telephone.
- Contacting clients to update and discuss further recruitment needs.
- Setting-up candidate interviews.
- Assisting with contract negotiations
- Keeping copious records regarding clients and candidates.

### **Recruiter Attributes:**

- Previous recruiting experience preferred, but not necessary.
- Ability to work independently.
- Ability to work as a “team player.”
- Must possess excellent communication skills.