



Harmony Healthcare Recruitment Solutions

Position Title: Recruiter

Reports To: Manager, Recruitment Solutions

Based Salary Range: TBD

Expected Annual OTE: TBD

Our recruiters are responsible for recruiting, screening interviews, and referring the most qualified applicants to hiring managers to fill job requisitions. This position requires the individual to manage recruited and on-boarded consultants throughout their duration as a Harmony employee while continually growing the practice and hitting key performance metrics. The recruiter will partner with other client team members and client/line hiring managers to understand the company/department and positions. Recruiter will be heavily involved with the creation and implementation of the recruiting strategy.

Key Responsibilities:

- Recruiter is responsible for an inclusive communication process with both internal and external business personnel
- Due to the responsibility of managing the full-recruitment life cycle (sourcing, interviewing, placing, managing and termination) this role will require the willingness to ask tough questions within business parameters and hold professionals accountable
- Strategically sources both active candidates, to fill open positions, and passive candidates to build strong pipelines through our shared database
- Leverages other online platforms to find active and passive candidates and has a comfort level with cold calling
- Evaluate candidates resume against position requirements and for potential in future roles
- Schedules and conducts structured phone interviews, completing standard interview forms/procedures, with appropriate candidates
- Presents qualified candidates and facilitates the offer process which includes negotiation, making offers and formal presentation of the candidate to the AE for client consideration
- Coordinating interviews with the client may include travel arrangements, coordinating candidate and client schedules, offer administration and job/personnel file compliance as needed
- Maintains high-touch direct communication with candidates, client representatives and team members during the job/candidate cycle including all applicable administrative duties
- Ensures status updates are completed in a timely fashion and all aspects of the recruitment experience are properly and consistently handled
- Takes ownership of process improvements and proactively troubleshoots processes as well as participates in group continuous improvement activities
- Conducts job scoping and helps generate leads to our Client Solutions team
- Maintains awareness of current trends in recruiting, healthcare industry, employment market and legislation
- Performs other duties and responsibilities as requested or required



Traits:

The Recruiter will possess the following skills and characteristics:

- Coachable, learns and applies in real time
- Above average emotional intelligence with the ability to maintain a positive attitude
- Excellent written and verbal communicator (in office, phone & email)
- Self-starter with personal drive to exceed goals and the ability to self-critique
- Proactively identifies and addresses challenges and concerns
- Personable individual who enjoys collaboration with internal teams, clients and consultants
- Holds a “thirst for knowledge” and is consistent in staying solution-oriented, always reaching for new heights
- Willingness to step outside of comfort zone
- Fosters high level of self accountability through aggressive, hard hitting performance metrics management
- Thick skin with the ability to actively participate in constructive criticism, brainstorming and feedback

Culture:

- Drive Harmony proven best practices (metrics, progressions, daily plans, team collaboration, and sales strategies)
- Genuine commitment to personal and professional development
- Goal-oriented and results driven
- Process heavy environment with strong track record of what it takes to be successful
- Consultative, solution-based business approach
- Dynamic and energetic environment
- Inclusive and collaborative with all internal teams as well as other business relationships
- Strong entrepreneurial spirit while staying consistent with Harmony core values
- Firm conviction that self-accountability and drive leads to organizational success
- Problem-solving psychology and strategic thought processes

To apply for this position, please reach out to Gabriella DeSouza at GDeSouza@harmony.solutions.

Please include your resume with your message.