

POSITION OVERVIEW

Job Title: Associate Physician Recruiter
Department: People & Culture- Physician Recruiting
Job Code: PHYRECA
Reports to: Manager, Physician Recruiting
FLSA Status: Exempt
Location: Remote, USA
Draft Date: February 19, 2025
Revision Date: N/A
Approved By: Dennis Lewis
Role: Individual Contributor

POSITION SUMMARY

Radiology Partners is seeking an Associate Physician Recruiter to join our talented Physician Recruiting team. The Associate Recruiter will mainly focus their efforts on creating and maintaining physician candidate funnels for various open positions nationwide. This role will be instrumental in Radiology Partners' physician recruiting success.

POSITION DUTIES AND RESPONSIBILITIES

- Identify and build relationships with physician candidates through various sourcing methods
- Manage Advanced Practice Provider searches within assigned region(s)
- Maintain consistent communication over a long period of time with passive candidates
- Partner directly with Physician Recruiters to source physicians for targeted regions or practices
- Build and maintain referral pipelines within defined regions
- Review CVs and interview candidates to determine basic qualifications
- Regularly track pipeline activity to share with internal stakeholders
- Maintain applicant tracking system and/or CRM to drive proactive sourcing initiatives
- Recommend and drive improvements that positively impact candidate pipelines
- While this position is considered a remote role, occasional travel may be required for various conferences, practice meetings or other activities as necessary.

DESIRED PROFESSIONAL SKILLS AND EXPERIENCE

- BS/BA preferred
- 1+ years of recruiting and sourcing experience; physician or healthcare recruiting specific experience highly preferred
- Very strong customer service orientation, positive attitude, highly self-motivated and change oriented
- Experience sourcing and screening resumes for a particular skill set or background
- Experience engaging and activating passive candidates
- Experience with online and offline recruiting techniques, including social media or digital networking
- Strategic thinking, breakthrough thinking and creative problem solving skills, showing an ability to overcome obstacles
- Patience and ability to excel under pressure, handling multiple requests often with tight deadlines

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☐ Never ☒ Occasionally ☐ Constantly

[INTEGRITY](#) | [TEAMWORK](#) | [EXCELLENCE](#) | [SERVICE](#) | [ACCOUNTABILITY](#)

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Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☐ Never ☒ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly

Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☐ Never ☒ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☐ Never ☒ Occasionally ☐ Constantly

High temperatures.

☐ Never ☒ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☐ Never ☒ Occasionally ☐ Constantly

Noisy environments.

☐ Never ☒ Occasionally ☐ Constantly

Hazardous conditions.

☐ Never ☒ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☐ Never ☒ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☐ Never ☒ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☒ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly



Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date