

**POSITION OVERVIEW**

Job Title: Physician Recruiter  
Business Title: *Physician Recruiter – National Remote Team*  
Job Code: PHYREC  
Salary Grade: N/A  
FLSA Status: Exempt  
Department: People & Culture- Physician Recruiting  
Reports to: Manager, Physician Recruiting  
Location: Remote, USA  
Draft Date: February 19, 2025  
Revision Date: October 20, 2025  
Approved By: Dennis Lewis  
Role: Individual Contributor

**POSITION SUMMARY**

Radiology Partners is seeking a Physician Recruiter who will focus on providing professional physician recruitment and placement services for Radiology Partners. The individual must be highly energetic, solution driven and flexible in his/her interpersonal style. Outstanding communication skills in both written and verbal expression are required. The individual should be a self-starter, persistent, adept in using metrics to drive performance and driven to succeed. Specifically, the Physician Recruiter will specialize in sourcing, recruiting, and placing qualified candidates for remote radiology physician roles. This includes managing the full recruitment cycle from candidate identification and screening to placement and onboarding, ensuring alignment with the specific needs of our healthcare partners. The recruiter will leverage their knowledge of the radiology field and remote work dynamics to identify top talent and support both physicians and organizations in achieving seamless, successful placements in remote settings.

**POSITION DUTIES AND RESPONSIBILITIES**

- Responsible for the full cycle physician recruitment efforts to include sourcing, interviewing, coordinating, and working with Ops, HR & Legal to make offers for assigned positions
- Manages end to end recruiting process, ensuring alignment with specific practice needs
- Pre-qualifies applicants for interviews based on high level standards and RP values
- Utilizes operational analysis, trending, benchmarking and research to support leadership and operations in the effective projections for staffing needs
- Analyzes the current recruitment process to develop, implement and monitor physician recruitment
- Manages data and administration of all recruiting efforts
- Develops and implements strategy/marketing plan
- While this position is considered a remote role, up to 25% travel may be required for various conferences, practice meetings or other activities as necessary.
- Performs other duties as assigned.

**DESIRED PROFESSIONAL SKILLS AND EXPERIENCE**

- 5+ years of related experience with 3+ years of physician recruitment experience
- BS/BA preferred
- Healthcare experience preferred, Radiology experience

- Considerable skill in sourcing and interviewing techniques, networking initiatives, contract negotiation and strong knowledge of the Radiology field
- Position also prefers a candidate with a strong understanding of the RP Practice Model, contract language, negotiation strategies, and physician employment trends
- 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
- Microsoft Office Suite including Excel, Work, PowerPoint and Outlook

### Physical Activities

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

Never       Occasionally       Constantly

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.

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Support Teammate's Signature

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Date