



We are seeking to hire a **Recruitment Sourcing Specialist** to support all aspects of the Physician Recruitment process by assisting recruiters with the sourcing and placement of colleagues across the Saint Alphonsus Health System (SAHS) in both Idaho and Oregon.

If selected, you will develop strategies for sourcing diverse candidate pools through cold calling and resume database mining and track progress. You'll self-educate about positions, required skills, competencies and the culture of unit/organization in an effort to market/recruit/source appropriate applicants. This includes developing recruitment marketing plans (newspapers, journals, direct mail campaigns, internet job posting sites, etc.) with responsibility for financial impact and return on investment.

This is a great opportunity to be part of a dynamic team in a position that can directly influence the success of the organization!

#### **SKILLS, KNOWLEDGE, EDUCATION AND EXPERIENCE:**

- Bachelor's degree required with preferred field of study in Business, Human Resources or related field
- 2-4 years of recruitment experience, or related sales/ marketing experience in a professional setting required. Prior experience posting jobs, sourcing candidates, and managing advertising preferred
- Strong customer service skills with the ability to multi task, prioritize, and work autonomously required. Must also have effective written and verbal communication skills.
- Effective problem solving skills and ability to exercise independent judgment.
- Ability to manage high volume of phone calls, emails and frequent interruptions while remaining organized and composed. Works under tight deadlines.
- Must have strong skills in Microsoft Office applications. Demonstrated ability to create search strings and alerts, as well as social media immersion. Ability to use other software as required performing the essential functions of the job.
- Must be able to provide own means of transportation between different locations and sites throughout the day.

#### **ESSENTIAL FUNCTIONS:**

- Knows, understands, incorporates, and demonstrates the Organization's Mission, Vision, and Values in behaviors, practices, and decisions
- Research and attend career fairs and networking events; and follows up with recruiters to advise of qualified, interested candidates
- Builds strong, solid relationships with all key stakeholders. Consults with leadership to proactively anticipate customer needs and is creative and flexible in developing options
- Communicates with other members of the team to ensure proper coordination of services
- Compiles and prepares reports and documents as needed as related to employment activities
- May assist with interviewing and other employment processes
- May enter and maintain computer records in applicant tracking system
- Completes special projects as requested

To apply, please follow **THIS LINK** or visit our website at <https://www.saintalphonsus.org/careers/> to view the full posting and apply.