



VECRA is seeking a Full-Time

Healthcare Recruiter

VECRA, Inc. has a requirement for a Healthcare Recruiter with 5+ years of experience filling positions in the healthcare and medical space.

JOB SUMMARY

VECRA is looking for a Contract Recruiter to work in a hybrid onsite/remote capacity. The ideal candidate has a proven track record of exceeding expectations in a fast paced, successful and innovative environment. You have 5+ years recruitment experience including medical, healthcare, HealthIT, soft, quasi-tech and technical skills. You have a strong recruiter brand and are known in the healthcare and medical recruiting community.

ROLES and RESPONSIBILITIES

- Responsible for all aspects of attracting and retaining qualified candidates for all levels of employment from sourcing to closing.
- Write and post job openings online
- Create a service partnership between HR and all departments by interviewing hiring manager's and department heads for detailed expectations of qualified candidates.
- Conduct and coordinate interviewing/hiring process with Managers/Supervisors.
- Assess short and long term hiring requirements and collaborate on company-wide recruiting activities and overall external talent acquisition strategy.
- Administer new hire processes, such as background & drug screening, reference checking, applications, documents, agreements, employee status forms, and all necessary follow-up to ensure the on-boarding process adheres to policy.
- Coordinate and execute offers of employment
- Develop & implement effective and innovative recruiting strategies to attract and source high quality candidates.
- Screen and interview candidates for key role requirements and company values alignment.



- Connect with candidates throughout the recruitment process, provide a world-class experience, solicit feedback and ensure win-win outcomes.
- Innovate on ways to evolve our hiring system and improve upon attraction and assessment of all candidates.
- Participate, schedule, and arrange virtual and onsite Job Fairs

QUALIFICATIONS and REQUIRED SKILLS:

- 5 years of full cycle recruitment experience from sourcing to onboarding
- Ability to build strong business partnerships with all stakeholders
- Professional and outgoing demeanor to ensure the best candidate experience
- Experience working with online recruiting tools such as Indeed, JazzHR, Zip Recruiter, ClearedJobs and LinkedIn.
- Detail oriented with outstanding follow up skills
- Excellent time management skills and follow-through.
- Familiarity or prior experience with government contracting.
- Great eye for finding, attracting, assessing, advocating for and closing consultants, full and part-time talent.
- You have a deep knowledge of the healthcare market and have employed proven creative strategies to hire.
- You are able to build and grow a successful pipeline.
- You thrive in a fast-paced environment and have a strong sense of urgency.
- Tracking, reporting, analyzing, and sharing staffing data to stay ahead of the curve.
- You are creative in ways to find and secure talent and have a strong work ethic.
- Able to effectively give and receive feedback.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Excellent computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.



- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- Bachelor's Degree with 5+ years' experience;
- GED or High School Diploma plus experience may be substituted

SALARY

- Negotiable

OTHER

- **Shift:** First – Day; may vary
- **Schedule:** Monday – Friday; may vary
- **Work Location(s):** Hybrid: Lanham, MD; Kilmarnock, VA; or, Sarasota, FL
- **Telework or Virtual:** Hybrid; some support is required onsite
- **Req Type:** Contract

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Apply via www.vecrainc.com/careers or Email resumes to HumanResources@vecrainc.com with

Subject Line: Healthcare Recruiter