

## EMPLOYMENT OPPORTUNITY

### Physician Recruitment Coordinator: North Peace Division of Family Practice

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Job Title: Physician Recruitment Coordinator

Location: Fort St John, BC (ability to work remotely)

Job Type: Full-Time

**Job Summary:** We are seeking a dedicated and dynamic Physician Recruitment Coordinator to join our team at the North Peace Division of Family Practice. The successful candidate will provide comprehensive recruitment support to the Division, physicians and partner organizations, to support the placement of highly qualified medical professionals in family practice settings. This role requires excellent communication skills, a deep understanding of the North Peace area, and the ability to build strong relationships with partners and stakeholders.

**Key Responsibilities:**

- **Recruitment Support:**
  - Support the development of a recruitment strategy that outlines the roles and responsibilities of the Division and partner organizations
  - Work with partner organizations and Family Practice clinics to support the PRA program
  - Source conferences and other opportunities for recruiting
  - Follow up on leads from recruitment events
  - May attend conferences from time to time
- **Relationship Management:** Develop and maintain strong relationships with physicians, partner organizations, and other key stakeholders.
- **Onboarding:** Assist in the onboarding process for new physicians, ensuring a smooth transition into their new roles.
- **Market Research:** Stay updated on industry trends, and best practices in physician recruitment.
- **Compliance:** Ensure all recruitment activities comply with relevant regulations and organizational policies.
- **Reporting:** Maintain accurate records of recruitment activities and provide regular updates to management.

**Qualifications and Skills:**

- Bachelor's degree in Human Resources, Healthcare Administration, or a related field.
- Proven experience in physician recruitment or healthcare staffing.
- Strong understanding of the healthcare industry and physician roles.
- Excellent communication and interpersonal skills.
- Ability to build and maintain professional relationships.

- Strong organizational and time-management skills.
- Proficiency in recruitment tools and Microsoft Office
- Ability to travel when required

Benefits:

- Competitive benefits package.
- Annual salary range is \$75,000 – \$90,000.
- Opportunities for professional development and growth.
- Supportive and collaborative work environment.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to Mary Augustine [maugustine@npdivision.ca](mailto:maugustine@npdivision.ca)