



Our Communities

Our Services

Join Our Team

### **About Us:**

Trinity Health is a dynamic and innovative company committed to attracting, developing, and retaining top talent in the industry. We believe that our people are our greatest asset and are looking for a motivated and skilled Remote Recruiter to join our team. If you are passionate about connecting talent with opportunity and thrive in a remote work environment, we want to hear from you!

### **Position Overview:**

As a Remote Recruiter, you will play a crucial role in managing the end-to-end recruitment process. You will collaborate with hiring managers to identify their staffing needs, source candidates, conduct interviews, and guide candidates through the hiring process, all while fostering a positive candidate experience. This role requires strong communication skills, a keen eye for talent, and the ability to work independently in a fast-paced environment.

**TO APPLY, PLEASE SEND YOUR RESUME TO:  
[recruiter@speakejobs.pro](mailto:recruiter@speakejobs.pro)**

### **Key Responsibilities:**

- Collaborate with hiring managers to understand job requirements and create compelling job descriptions.
- Utilize various sourcing techniques, including social media, job boards, and networking, to identify and engage potential candidates.
- Screen resumes and conduct initial phone interviews to assess candidate qualifications and fit.

- Schedule and coordinate interviews with hiring managers and candidates.
- Provide timely and constructive feedback to candidates throughout the recruitment process.
- Maintain an organized and efficient applicant tracking system (ATS) to manage candidate information.
- Build and maintain a talent pipeline for current and future hiring needs.
- Assist in developing and implementing recruitment strategies to attract diverse candidates.
- Stay updated on industry trends and best practices to enhance recruitment efforts.
- Conduct reference checks and facilitate the offer process for selected candidates.
- Contribute to the positive employer brand by promoting company culture, values, and opportunities.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).
- Proven experience as a recruiter, preferably in a remote environment.
- Strong understanding of recruitment best practices and labor market trends.
- Familiarity with applicant tracking systems (ATS) and HR software.
- Excellent communication and interpersonal skills, with the ability to engage candidates effectively.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Self-motivated and able to work independently in a remote setting.
- A commitment to diversity, equity, and inclusion in the recruitment process.

**What We Offer:**

- Competitive salary and benefits package.
- Flexible work schedule and the option to work from anywhere.
- Opportunities for professional development and growth.
- A supportive and inclusive company culture.