



Your Life. Our Mission.

New England Life Flight, Inc.
d/b/a Boston MedFlight

Recruiter

PRIMARY PURPOSE:

Under the direction of the Chief Human Resources Officer, the Recruiter will have prior experience in recruitment or human resources, with knowledge of the comprehensive recruitment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Work closely with managers to gain a comprehensive understanding of BMF's hiring needs for each position.
- B. Meet competitive hiring goals and organizational hiring metrics.
- C. Manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent.
- D. Grow and foster high-touch relationships with a database of qualified active and passive talent to pull from as new positions become available.
- E. Continuously partner with CHRO and managers to design, refine and implement innovative recruiting strategies.
- F. Develop and update job descriptions and job specifications.
- G. Stay active with current job boards, social networks, and platforms to find talent, and plan, create and release job descriptions and announcements.
- H. Update and maintain ADP recruitment portal for application process generating reports as required.
- I. Conduct market analysis for presentation to CHRO regarding organizational salaries.
- J. Create and maintain recruitment materials.
- K. Occasionally attend conferences or relevant networking events to source talent.

QUALIFICATIONS:

- A. 3+ years' experience recruiting preferred with knowledge of screening, interviewing, and hiring practices.
- B. Prior Human Resources experience preferred.
- C. Experience developing recruiting strategy.
- D. General knowledge in healthcare or EMS industry preferred.
- E. Familiarity with job boards, HR software, databases and applicant tracking systems.
- F. Experience on social networking platforms to post job opportunities and find talent.
- G. Proven experience conducting various types of interviews (i.e., phone, video etc.).
- H. Strong organizational, problem solving, and analytical skills, able to manage and prioritize workflow and meet deadlines.
- I. The ability to maintain a high level of confidentiality.
- J. Strong interpersonal and communication skills.
- K. Ability to work effectively with all levels of staff.
- L. Must be able to read, write, speak, and comprehend the English language without restriction.



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- M. Must have predictable weekday scheduling capability. Work is hybrid with routine in/out office work scheduling.
- N. Ability to travel as needed.

HOW TO APPLY:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
150 Hanscom Drive
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to HR_Dept@bostonmedflight.org.

For More Information

Please visit our website to get more information about current job opportunities and our program:
www.bostonmedflight.org

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