Title: Telerecruiter  

Pay Scale Group: 51  
FLSA: Non-Exempt

Essential Function

Under general supervision from supervisor, call current and potential blood donors to schedule donation appointments to maintain the daily production standards and meet the established collection goals.

Characteristic Duties

1. Call current and potential blood donors to schedule donation appointments to maintain the daily production standards and meet the established collection goals.

2. Answer questions about the donation process.

3. Complete reminder phone calls, appropriate follow-up, modification of records and special projects to achieve established goals.

4. Assist with the development of scripts.

5. Participate in training sessions and assist with training of new employees.

6. Perform related duties based on departmental need.

Minimum Qualifications

- High school/GED diploma with at least one (1) year telemarketing experience. Must be familiar with basic computer applications.

New: April 2012  
Last updated: May 2012