

RECRUITER

Southwest Brooklyn Industrial Development Corporation (SBIDC)

Be a part of a dynamic team that is creating workforce development opportunities for employers and jobseekers along the working waterfront in Southwest Brooklyn. The Southwest Brooklyn Industrial Development Corporation (SBIDC) is seeking a Recruiter for the newly created Brooklyn Industrial and Transportation Workforce 1 Center (ITC) in Sunset Park. Working closely with the Center Director, the candidate will work closely with SBIDC's longstanding community, business, and government partners to create a critical workforce development resource for Brooklyn-based industrial and transportation businesses and local jobseekers. The Account Manager will be chiefly responsible for sourcing candidates building relationships with local businesses and securing job orders in local industrial jobs.

Primary Responsibilities

- Develop new and cultivate existing relationships with employers in order to generate job opportunities for our jobseeker base
- Secure job orders to meet monthly contract goals
- Conduct research-informed outreach to the local business community in order to better understand their hiring needs and ultimately secure job orders
- Make ongoing follow-up calls with jobseekers and employers to determine employment status and satisfaction with services delivered
- Work closely with Career Advisors to determine the types of jobs that match the skills and qualifications of our jobseeker base
- Market job opportunities to jobseekers through one-on-one meetings and on-site recruitment events
- Screen candidates for job interviews and make appropriate referrals to employers
- Meet performance expectations and prepare regular reports of results

Skills and Qualifications

- BA or BS degree
- 2-3 years' experience in recruiting, sales, or job development.
- Excellent verbal and written communication skills
- Ability to prospect and close sales.
- Ability to work well in a fast-paced environment
- Ability to communicate well with a diverse group of jobseekers, business owners, and community partners, both orally and in writing, is essential. Many of these jobseekers and business owners speak English as a second or other language, and/or may use technical and/or industry terminology to describe jobs or particular skills.
- Fluency in Spanish or Mandarin a big plus.

SALARY:

\$42,000 - \$50,000 with up to 20% bonus if exceed goals

HOW TO APPLY:

Please send a resume and cover letter via email to Karen-Michelle Mirko, Director kmirko@sbidc.org at Southwest Brooklyn Industrial Development Corporation (SBIDC). Please include Recruiter in the subject line.