

# FULL TIME POSITION

## Account Manager

North-Shore Staten Island Industrial and Transportation Workforce1 Career Center

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### Overview:

The Account Manager develops jobs within the community which are then presented to job seeking clients in the Career Centers. The Account Manager works with the Career Advisors to find and place qualified candidates in those jobs.

### Primary Responsibilities:

- Develop and maintain relationships with employers in order to generate job opportunities for our jobseeker base.
- 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.
- Make ongoing follow-up calls with jobseekers and employers to determine employment status and satisfaction with services delivered.
- Meet performance expectations and prepare regular reports of results.

### Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- BA or BS degree
- 2-3 years' experience in recruiting, sales, job development or account management.
- Excellent verbal and written communication skills
- Ability to work well in a fast-paced environment
- Results-oriented
- Ability to read and interpret documents, contracts, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively and persuasively before executive leaders and others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**How to Apply:**

**Please complete the Grant Associates online application:**

<http://www.grantassociatesinc.com/careers/>