

TEMPORARY POSITION:

Human Resources Recruitment Coordinator

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

About the WDC:

The Workforce Development Corporation is a 501(c)(3) not-for-profit corporation that works closely with SBS to contribute to the economic vitality of the City by promoting workforce development and job creation through public and private partnerships. The WDC is currently looking to place a Human Resources Recruitment Coordinator at SBS.

Job Description:

The Recruitment Coordinator will work closely with the SBS Executive Director of Human Resources and Chief of Staff to support current high volume agency recruitment efforts. Under the direction of the Executive Director of Human Resources, the Recruitment Coordinator's responsibilities include, but are not limited to the following:

Specific Responsibilities:

- Meet with hiring managers to assess needs and provide support drafting and revising job descriptions
- Create and maintain an applicant tracking system to capture candidate information and track outcomes
- Work closely with hiring managers across the agency to determine where positions will be posted and assist with follow-up and scheduling as needed
- Develop a system and best practices for organizing incoming candidate resumes and information and ensuring resume database is easily accessible and sharable among hiring managers
- Prepare necessary documents related to the interview and recruitment process as needed
- Participate at recruiting events as needed
- Aid in the design, development, and execution of recruitment-related project
- Provide administrative support to Human Resources department as needed

Preferred Skills:

- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision
- Outstanding organization, writing, and communication skills
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Ability to work well in a fast-paced environment
- Ability to perform a variety of clerical duties, including but not limited to reviewing, analyzing and reconciling data from multiple sources

Qualifications:

- A baccalaureate degree from an accredited college; preferably a degree in Human Resources, and at least two years of experience in Human Resources or in an area related to the duties described above



How to Apply:

Salary for this position is commensurate with experience.

To apply for this position, please email your resume and cover letter including the following subject line: Recruitment Coordinator, Human Resources to: careers@sbs.nyc.gov

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services, Human Resources Unit 110 William Street New York, New York 10038