

DRAFT
WORKNET PINELLAS, INC.

RECRUITER

NATURE OF WORK

Meet the hiring needs of employers by sourcing, qualifying and referring those candidates who fully possess the knowledge, skills and abilities set forth in the employer's job order. Follow-up with employers to ensure needs are met thus achieving high-level customer satisfaction ratings. Documentation of activities and services in the State's Management Information System. Meet or exceed performance goals and objectives.

ILLUSTRATIVE TASKS

- Extensive utilization of the telephone and database to source candidates.
- Provides critical contact and information to and from employers via telephone.
- Provides follow-up services to employers and insures their expectations are met.
- Conducts file searches to identify appropriate job seekers with the skill sets required by the employers' job vacancies.
- Coordinates initiatives with Business Services Account Manager.
- Review job orders with older dates and troubleshoot with employer ways to fulfill the request or terminate the job order.
- May assist with Job Fairs and Mass Recruitments as needed and approved by Business Services Account Manager.
- Identifies and obtains the necessary amount of Community Service Work Experience Program (CSWEP) contacts for the One-Stop Center.
- Maintains current information on changes or modifications in the One-Stop Center programs and services.
- Works closely with other members of the One-Stop Center.
- Maintains weekly records of accomplishments and activities.
- Work to achieve the Center's performance goals.
- Provides weekly reports regarding initiatives and activities.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of hiring process and local labor market. Excellent interpersonal and communication skills with a commitment to a customer-focused service delivery system. Ability to use computers for data entry, notes, Internet, and database access. Excellent telephone communication skills and technique.

MINIMUM QUALIFICATIONS

Minimum of one year experience in recruiting. Bachelor's Degree in Business or Marketing preferred or equivalent education and experience.

PAY GRADE :