



Position Announcement	
Today's Date:	11/21/2018 posting #: 8511
Job title:	Business Service Representative
FLSA/ Code/ Status:	Nonexempt / 1223 /CUB unrepresented
Salary Range:	\$35,399-\$65,782
Status:	Fulltime - Regular with Benefits

Overview: The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy. The position of Business Services Representative primary function is to connect Baltimore City Employers to qualified Job Seekers. This position within MOED will serve as a team member of a new Mobile Career Center which help and serve citizens throughout Baltimore City.

About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

Essential Duties and Responsibilities:

- Conduct a comprehensive outreach program to potential employers and /or businesses.
- Utilizes local labor market information to target new businesses and employers.
- Identifies business employment and training needs required with changing labor market trends.
- Conducts job matching activities for customers connecting at the Mobile Career Center
- Conducts job development for targeted populations.
- Produce monthly reports including; client referral information, business and industry contact information and number of job orders filled and/or received.
- Markets business services utilizing all available resources to facilitate placement of training and/or job-ready candidates
- Ensures placement goals are met each month.
- Documents business relationships and follow-up using the assigned MIS (MWE).
- Performs other duties as required

Knowledge, Skills and Abilities

- Strong presentation skills, ability to speak persuasively, and explain complex, detailed information to diverse groups of individuals.
- Ability to research businesses, business-related data and labor market information.
- Ability to recognize business related problems and facilitate resolution.
- Bilingual/bicultural skills

Required Education & Experience:

- A Bachelor's degree from an accredited college or university in Marketing, Economics, Business, Public Administration, or another related field preferred.
- Two years of sales experience with one year in an employment or job training related field, where a high degree of marketing the program or service was required.

Special Requirements:

- Travel between MOED sites and employer sites
- Criminal Background Investigation

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;

**MOED is an Equal Opportunity Employer
EOE/M/F/D/V**