



Position Announcement	
Today's Date:	09/18/2017 Posting #: 8476
Job title:	Business Service Representative
FLSA/ Code/ Status:	Nonexempt / 1223 /CUB unrepresented
Location:	36 S. Charles St., Baltimore MD 21218
Salary Range:	\$33,263 to \$45,610
Status:	Fulltime - Regular with Benefits

Overview: The Mayor's Office of Employment Development (MOED) has an opening for a Business Services Representative. The BSR's primary function is to connect Baltimore City Employers to qualified Job Seekers. This new position within MOED will serve as a team member of a new Mobile Career Center to be inaugurated in 2018 and serve citizens throughout Baltimore City.

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

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit a resume to the MOED Human Resources Department via **email to:** resumes@oedworks.com *or*, via **fax to (410) 396-8132** or you may mail your resume to 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202.