

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:**    **ACCOUNT REPRESENTATIVE**

**PURPOSE:**    Coordinate employment openings with job seekers in the CareerLink.

**QUALIFICATIONS:**

Education: B.S. in Business, Marketing, Public Relations, or related field with a commitment to obtain a Global Career Development Facilitator Certificate within 12 months of hire.

Experience: 2 years in public relations, selling, vocational counseling, and/or job placement experience

**Skills, Abilities, and Knowledge:**

- a. Problem solving ability where independent judgment may be required
- b. Well organized and accountable
- c. Ability to work independently with little supervision
- d. Excellent interpersonal skills
- e. Effective oral and written communication skills
- f. Machine operation including calculator, photocopier, etc.
- g. Basic computer knowledge and skills.

**REPORTS TO:** CareerLink Supervisor and/or Project Supervisor

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Travel and potential eye stain

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum.

Duties may include any or all of the following: This list is intended to be representative.

01. Monitor new/current job orders with a focus on targeted industry clusters
02. Perform applicant searches to identify potential employees for businesses
03. Contact job seekers obtained from applicant searches to discuss job openings and identify specific skills and interests of job seeker prior to referral
04. Offer core assessment and explanation of available services to customers assisted in job matching
05. Contact employers to promote qualified job seekers
06. Follow-up with employers and job seekers throughout referral/placement process
07. Place job seekers in employment
08. Make referrals to other services based on job seeker need
09. Maintain records and prepare reports as needed
10. Attend meetings and seminars as a representative of the organization
11. Coordinate marketing and recruitment activities
12. Complete forms, timecards, and other paperwork as required
13. Assist in special projects or assignments as directed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE: E**