

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC
JOB DESCRIPTION

PAGE 1 OF 2

POSITION: ACCOUNT REPRESENTATIVE

SUMMARY: The Private Industry Council of Westmoreland/Fayette, Inc. has provided workforce, education and early childhood educational services to the communities we serve for over 40 years. The Account Representative will play a critical role in the promotion of PA CareerLink® programs and services. Responsible to identify and establish relationships with businesses who are seeking staffing and training solutions and assist with their enrollment on to the website. The ideal candidate will have excellent organizational, communication, and time management skills, as well as public relations, recruitment and/or marketing experience.

PURPOSE: Promote PA CareerLink® programs and services to businesses, while coordinating employment openings through the PA CareerLink® website.

QUALIFICATIONS:

Education: Associate's or Bachelor's degree in Business, Marketing, Public Relations, or related field with a commitment to obtain a National Family Development Credential within 18 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. Intermediate to advanced computer knowledge and skills.

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. May include standing, sitting, bending, stooping, lifting, grasping, and stretching.

Special Demands: Driving, traveling and potential eye strain.

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Alternative hours, alternative locations.

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 basic 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 through referral/placement process
07. Coordinate the placement of job seekers into existing opportunities
08. Make referrals to other services based on job seeker needs
09. Maintain record and prepare reports as needed
10. Attend meeting 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

REPORTS TO: Employment Training Supervisor and/or Workforce Manager

SUPERVISES: None

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:

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HOURLY WAGE:

\$18.83 – Associate's
\$21.18 – Bachelor's

HOURS PER WEEK: 37½

EMPLOYMENT CLASSIFICATION: Non-Exempt