



Account Executive

CareerSource Capital Region (CSCR) has an exciting full time Account Executive position available. This position:

- builds relationships with employers, business and community organizations for the purpose of business development;
- establishes, nurtures and retains working relationships with perspective and existing business leaders by identifying the business' needs and promoting CSCR solutions;
- posts vacant positions for businesses in the Employ Florida system and records information related to assisting businesses and career seekers;
- promotes skilled career seekers to businesses;
- collaborates with internal staff to assist in making placements;
- facilitates and recruits employers and career seekers for hiring fairs and recruitment events;
- manages opportunities for "fee for service" initiatives with businesses; works with leadership to promote, deliver and execute grant programs, community work experience and special employer initiatives and contracts;
- assists employers in identifying skills gaps and related training needs and provides support by aligning community and education resources for employers;
- conducts presentations and training opportunities for businesses and their staff;
- conducts customer satisfaction survey calls;
- analyzes labor market data for trends;
- participates in team meetings;
- writes reports, business plans, job descriptions, etc. and maintains other required documentation;
- attains position performance standards and goals as established by CareerSource Capital Region; and provides consultation and expert advice to management and the businesses served.

Minimum Requirements:

Bachelor's degree from an accredited university or college and three years relevant work experience, or equivalent work experience. Bilingual in English and Spanish preferred. General understanding of HR practices is a plus. Proficient in MS Office; demonstrated ability to prioritize own work and meet deadlines; detail oriented; excellent written and verbal communication skills; professional demeanor; and excellent data entry skills.

Starting Salary: \$38k-\$40k and includes a robust fringe benefits package

Application Method: To be considered, applicants must email resumes and cover letters to HR@careersourcecapitalregion.com.

Check us out on Facebook, Twitter, and LinkedIn. Learn more about CareerSource Capital Region at: www.careersourcecapitalregion.com.