

Veterans Specialist

Job Tracking ID: 512181-752127

Job Level: Mid Career (2+ years)

Level of Education: BA/BS

Salary: \$50,000 year

Job Type: Full-Time/Regular

Date Updated: 12/09/2020

Years of Experience: Up to 2 Years

Job Description

Scope of Position: Manage the overall process of recruitment and fulfillment of veterans for open positions. This includes working with the sales, partner and recruitment teams to determine places to recruit, working with the hiring client to understand their needs and screening potential candidates.

Essential Functions:

- Implement recruiting processes and initiatives
- Receive and review resumes of job applicants
- Screen applicants for job openings
- Attend job fairs, networking events and information sessions
- Develop contacts at various partner organizations
- Communicate with team regarding position openings
- Make suggestions of improvement to fulfillment/sales team
- Communicate with Recruitment Manager and Senior Account Manager regarding all postings and openings
- Obtain all resumes and customer information forms for all applicants
- Build and coordinate a pipeline of qualified veteran (or veteran spouse) jobseekers through recruitment events, reengagement of Individual Training Grant customers, Community Based Organization referrals, walk-in traffic, and direct advertising
- Work with Recruitment Manager to plan, implement and track customized recruitment projects to meet the specific needs of each business customer
- Assess jobseeker skills and job readiness
- Reach weekly and quarterly goals
- Track progress for weekly reports

Experience and Skills

Education and Experience Requirements:

- Bachelor's degree
- Proficient in Microsoft computer systems
- At least five years of professional experience in recruiting, account management or a related business relationship management capacity
- Excellent communication, analytical and interpersonal skills
- A veteran or veteran's spouse with experience in or working knowledge of recruitment is preferred for the role, but not required

Apply here:

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