

## **FULLTIME POSITION: RECRUITMENT COORDINATOR FINANCIAL MANAGEMENT AND ADMINISTRATION**

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### **Agency Description**

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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The Recruitment Coordinator will work closely with the SBS Executive Director of Human Resources and the Executive Office to support current high-volume agency recruitment efforts. Under the direction of the Executive Director of Human Resources, the Recruitment Coordinator's responsibilities include, but are not limited to the following:

### **Specific Responsibilities:**

- Develop best practices and recruitment process to acquire qualified candidates, track success of recruitment efforts, strategize how to improve results and maintain relationships with local colleges, universities and other relevant organizations
- Meet with hiring managers to assess needs and provide support drafting and revising job descriptions
- Create and maintain an applicant tracking system to capture candidate information and track outcomes
- Work closely with hiring managers across the agency to determine where positions will be posted and assist with follow-up and scheduling as needed
- Develop a system and best practices for organizing incoming candidate resumes and information and ensuring resume database is easily accessible and sharable among hiring managers
- Prepare necessary documents related to the interview and recruitment process as needed
- Participate at recruiting events as needed
- Aid in the design, development, and execution of recruitment-related projects
- Create and facilitate summer internship program
- Manage the exiting process for all departing employees
- Perform related assignments and special projects as required

### **Preferred Skills:**

- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision
- Outstanding organization, writing, and communication skills
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Ability to work well in a fast-paced environment
- Ability to perform a variety of administrative duties, including but not limited to reviewing, analyzing and reconciling data

### **Qualifications:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above
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### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: Recruitment Coordinator to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Internal candidates** please email your resume and cover letter including the following subject line: Recruitment Coordinator to: [HRHELP2@sbs.nyc.gov](mailto:HRHELP2@sbs.nyc.gov)

### **ALSO APPLY:**

**City Employees:** Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 381915



careers  
businesses  
neighborhoods

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: 381915

**Salary: Commensurate with experience**

**NOTE:** Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street, 7<sup>th</sup> Floor  
New York, New York 10038