



### **Senior Recruiter for Construction Industry**

Be part of a dynamic and growing team that is helping underemployed New Yorkers find career opportunities in the construction industry. Building Skills NY (BSNY) is a Not for Profit that works with developers, general contractors, and subcontractors to link NYC residents to construction jobs throughout New York City. The goal of the program is to provide stable employment and career track opportunities for NYC residents interested in construction.

#### **Primary Responsibilities**

- Meet monthly recruitment goals and contribute to BSNY monthly placement and job retention goals.
- Recruit candidates using BSNY database, partner network, social media and other sources.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates. Assess candidates relevant knowledge, skills, soft skills, experience and aptitudes
- Identify potential candidates through weekly on-site recruitment events, job fairs and community events, and offsite recruitment events with partners.
- Work closely with BSNY Business Services Manager to determine the types of candidates that match the skills and qualifications of BSNY's job bank.
- Customize candidates' resumes to fit identified opportunities.
- Work closely with candidate the first day on the job. Helping them navigate location, points of contact etc.
- Work with BSNY Business Services Manager to flag any issues that may arise once a candidate is placed and develop solutions.
- Help candidates find new opportunities if a job ends. Identify construction skills training opportunities for BSNY placed candidates.
- Develop new and cultivate existing relationships with a broad array of referral partners from nonprofit and workforce development organizations, government, education, faith-based institutions and the private sector.
- Meet performance expectations and provide analytical and well documented recruiting reports to BSNY Executive Director.

#### **Skills and Qualifications**

- BA or BS degree
- Experience in prospecting leads and sales
- Ability to work quickly with a "time is of the essence" attitude
- Willing to work early mornings
- Be a team player
- 5+ years' experience in recruiting or job development. Experience working with small businesses a plus. Experience working with an underemployed population a plus.
- Excellent verbal and written communication skills
- Experience with Salesforce a plus
- Ability to communicate well with a diverse group of jobseekers, business owners, and community partners, both orally and in writing, is essential.

**SALARY:** Based on experience. Bonus if goals are exceeded. **HOW TO APPLY:** Please send a resume and cover letter via email to David Meade at [dmeade@buildingskillsny.org](mailto:dmeade@buildingskillsny.org) at Building Skills NY. Please include Senior Recruiter in the subject line. Building Skills NY is an equal opportunity employer.