



Senior Account Manager

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, subcontractors, and community-based organizations to link NYC residents to construction jobs throughout NYC. Our mission is to provide stable employment and career track skills training opportunities for NYC residents interested in construction. The organization is looking to bring on someone who can provide results driven customer service to our employer network and maintain and build on our existing job pipeline. Some travelling to jobsites and attending subcontractor meetings is required. The Account Manager will report directly to BSNY's Director of Business Services.

Primary Responsibilities

- Help manage subcontractor network for BSNY to create construction job opportunities for underemployed New Yorkers.
- Identify job placement opportunities with developers, general contractors and subcontractors for entry to mid-level positions in the construction industry.
- Fulfill job orders and help drive 30-35 monthly candidate placements.
- Early mornings that start at 5am. Help navigate candidates on their first day to the job site. Ensure they arrive on time and are prepared. Check in with the candidate and employer after the first day and provide real time coaching and mentoring if needed.
- Consistent and frequent calls to BSNY employer network to check in on their needs and generate new job orders. This role will require extensive phone work.
- Develop new employer relationships by cold calling clients to create current and future business.
- Work closely with BSNY Employment and Training teams to identify candidates that match new job orders. Report updates to Employment and Training team after successful placement and ensure they continue on-going candidate job retention support.
- Review all open job orders with recruitment team in real-time.
- Attend regularly scheduled meetings with Developers and General Contractors to review hiring and placements on their projects.
- Comfortable communicating professionally with BSNY Board Members, General Contractors, subcontractors, and BSNY program Participants.
- Attend 6:30am BSNY virtual and in-person weekly orientation/recruitment events to help identify qualified candidates.
- Work with BSNY team to push job orders out to workforce development partner network.
- Work with BSNY team to ensure that all requirements are met such as creating formal job orders and employee verification forms.



- Work with Director of Business Services and map out attendance at subcontractor meetings to secure job orders and provide quick overview of BSNY employer services. Meetings typically start as early as 7:00am.
- Flexible work schedule-must be available to answer calls/texts from clients early in the morning and on weekends.

Skills and Qualifications

- Experience in sales and working with small businesses. Experience working with construction companies a plus.
- Experience in prospecting leads and closing sales.
- Excellent verbal and written communication skills.
- Ability to work well in a fast-paced environment and multi-task.
- Able to work well with marginalized populations including long-term unemployed community members. You are also able to work with individuals in a culturally sensitive, empathetic manner.
- Ability to communicate well with a diverse group of jobseeker candidates, business owners, and community partners, both orally and in writing, is essential.

This is a full-time position. The salary range is \$70,000 - \$90,000 and is commensurate with experience. Building Skills NY offers a comprehensive benefit package including medical, dental, vision, and 403b plan. *BSNY is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics.*

- Please send a resume and cover letter via email to David Meade at 518 257-0119 or dmeade@buildingskillsny.org Building Skills NY is an Equal Opportunity Employer.