



Business Development Representative 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 by placing ads on Indeed and other job boards.
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates. Assess candidates relevant knowledge, skills, soft skills, experience, aptitudes, and job-readiness.
- Identify potential candidates through weekly on-site recruitment events, job fairs and community events, and offsite recruitment events with partners.
- Attend twice weekly recruitment events at 6:00am
- Develop new and strengthen existing relationships with workforce development organizations, government, education, faith-based institutions, and the private sector to provide a pipeline of candidate referrals. Organize recruitment events with community partners that target candidates in their pipeline for specific job orders.
- Regularly call upon partners to discuss job opportunities
- Work closely with Business Services Manager and Recruiting team to fill open job opportunities that need to be filled quickly. Must be able to think quickly and find the best candidate to fill the needs specified in the job description. Ability to work on multiple job orders simultaneously in a fast-paced environment.
- Provide a continuous pipeline of job-ready candidates to the Business Services Manager
- 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.
- Coach and mentor candidates to ensure work readiness. Verify candidates' construction industry credentials.
- Build relationships with existing candidates. Know when their job is ending to maximize job re-placement efforts. For candidates interested in a construction career pathway identify future skills training opportunities with our community college partners.
- Assist in validating and submitting employee verification forms.
- Attend virtual weekly meetings with Developers and partners to update job placements/progress.
- Prepare, review, update and analyze reports in Salesforce and Excel.
- 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
- 3+ years' experience in recruiting, job development, project management, or sales. 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 jobs@buildingskillsny.org. Please include Business Development Representative in the subject line. Building Skills NY is an Equal Opportunity Employer.