



Business Services Representative - MassHire Cape and Islands Career Center.

Do you enjoy engaging with the local business community? Are you great at building relationships with professional colleagues and introducing them to new ideas and resources? Are you looking for a job that will positively impact the economic vitality for all Cape Cod residents? Then JTEC/MASSHIRE has the perfect job for you!

The Business Services Representative (BSR) assists in developing and operating an employer relations program to increase the visibility and use of services offered by MassHire Cape and Islands Career Center to businesses in the Cape and Islands area. The BSR, through outreach and networking efforts, provides information on MassHire recruiting programs, local labor market statistics, wage information, applicant availability, training information and labor laws, as well as on programs offered through the state to assist employers in funding workforce development training. Working in conjunction with the members of the Business Services team, the BSR coordinates job fairs, employer round tables and other events to emphasize program services.

Requirements:

- Bachelor's Degree in Business Administration, Human Resources, Communications, or related field.
- Minimum two years' experience in Business Development or Workforce Development or a combination of training and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Computer skills; working knowledge of Microsoft Office.
- Excellent communication skills -both verbal and written
- Reliable transportation – mileage provided

Familiarity with Cape and Islands business community a plus.

This is a 35-hour Monday through Friday work week position. Participation in business before and after-hours networking events is sometimes required.

This is not a remote position.

Starting Salary: \$53,000-\$60,000 plus excellent benefits

Please, new applicants only.

Please send cover letter and resume to Debbie at dmaranhas@jteccorp.com. By 4:00 p.m. on Friday, January 14th, 2023.