

Employment Specialist Job Description

Employment Specialist Job Summary

The Employment Specialist's primary emphasis is on filling job orders and inside sales activities. The Employment Specialist exercises discretionary judgment in administering Express systems and procedures when recruiting, hiring, and assigning associates to clients. Employment Specialists are expected to build and maintain a strong core of associates with a variety of job skills and be able to fill job orders quickly and efficiently on a daily basis. This is done by effectively documenting all activities in the automated system and reaching daily and weekly sales activity goals. Employment Specialists must use consultative sales techniques as they persistently make sales contacts – strong phone and interpersonal skills are essential.

Employment Specialist Job Responsibilities

- Cross-trained and able to complete the duties of the Front Office Coordinator and Recruiting Specialist if/when business demands.
- Fill 100% of all qualified job orders with urgency.
 - Qualify and take thorough and complete job orders.
 - Ensure the job order is fillable based on the availability of associates and the client's timeline.
- Make MPC Calls weekly and additional inside sales calls daily. Metrics will be set by Franchisee.
 - Assist with appointment setting for the Sales Representative or the Franchisee.
 - Convert 100% of local Employment Verification Calls into sales and/or recruiting calls.
 - Take advantage of every phone interaction to MPC associates, gain additional information, or schedule appointments.
- Recruit, interview, and retain a qualified pool of associates.
 - Adhere to the Express Employee Selection Process.
 - Coordinate client interviews and assignments.
 - Complete Employment Verification calls on every associate prior to assignment.
 - Ensure high satisfaction levels by following up with associates on a consistent basis.
- Generate and expand business with existing and new accounts.
 - Broaden and diversify the client base by presenting the full range of service offerings.
 - Consistently build and maintain relationships with clients and prospects through weekly connects, including updates on current/open job orders.
 - Complete client visits and safety tours.
 - Invite clients and prospects to marketing events.
 - Ensure high satisfaction levels by following the Express Quality Control Process.
- Increase office and team effectiveness through daily communication.
 - Work closely with all team members to ensure job orders are filled in a timely manner.
 - Work with Sales Representatives to synchronize sales and recruiting.
- Provide administrative supervision of Express associates.