

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Express Employment Professionals
Street Address:	3 Neptune Road, Ste. P23
City, State, Zip:	Poughkeepsie, NY 12601
Phone:	845-849-2890
Website:	www.expresspros.com/poughkeepsieny
Contact Name/Title:	Sandra Jackson/Owner
E-mail:	Jobs.poughkeepsieny@expresspros.com

Position Title: Employment Specialist

Part-Time Full-Time

Company/Organization Name:	Express Employment Professionals
Location:	3 Neptune Road, Ste. P23, Poughkeepsie, NY 12601
Company/Organization Profile & Size: (include website)	www.expresspros.com/poughkeepsieny Since 1983, Express Employment Professionals has been helping people find work. Join our team and help put a million people to work annually!
Industry:	Staffing Agency
Position Description/ Responsibilities: (include where job is located)	Our ideal candidate is a personable, results oriented and creative problem solver who will help connect job seekers with available employment opportunities, meet client needs, and network within the community in a sales capacity. Posting job ads online and on social media sites is a common activity of an Employment Specialist.
Qualifications/ Required and/or Preferred Skills:	Thrives in a challenging environment and takes initiative Positive, friendly, and upbeat attitude 2-5 years customer service, inside sales, and/or recruiting experience in an office Strong MS Suite Strong Social Media skills Excellent written and verbal communication skills HS Diploma and some college
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$20/hr. + Commission

How to Apply:

E-mail: jobs.poughkeepsieny@expresspros.com			
Online:			
U.S. Mail:			
Contact Name & Title: Sandra Jackson/Owner			
Include:	<input checked="" type="checkbox"/>	Resume	<input type="checkbox"/> Cover Letter

Additional Comments:
