

BUSINESS SOLUTIONS REPRESENTATIVE

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH THE CENTER FOR WORKFORCE INNOVATION AND SOLUTIONS

Position Summary

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking an enthusiastic and dedicated Business Solutions Representative. The Business Solutions Representative is responsible for developing and providing employment leads to customers and program participants within the Michigan Works! Southwest service area. Responsibilities include conducting resume searches and reviewing content for specific skills and necessary qualifications, as well as collecting and screening applications. Serves as a connection between job seekers and employers by executing employment and job development functions. Works with employers to fill job orders and refers qualified candidates. Assists employers in creating a positive employment outcome for both job seeker and employer. This is a full-time position requiring on-site work at the Kalamazoo Michigan Works! Service Center.

Position Requirements

Bachelor's degree or a minimum of three years of relevant work experience required. Must understand employment practices and procedures.

Excellent interpersonal and communication skills required. Demonstrated ability to organize, prioritize and maintain confidentiality. Demonstrated ability to work both independently and in a team environment. Must be able to use tact and diplomacy to create positive interactions between the public, businesses, and Michigan Works! partners.

About the Center for Workforce Innovation and Solutions

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

Michigan Works! Southwest, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

Michigan Works! Southwest serves Branch, Calhoun, Kalamazoo, and St. Joseph counties in southwest Michigan, and has a deep understanding of existing and growing industries, training and education and the status of the local workforce, resulting in maximum impact in the All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the Upjohn Institute has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

Salary and Benefits

The starting wage for this position is \$20 - \$25 per hour based on experience. The Institute offers a generous benefit package.

Application Instructions

Submit a resume and letter of interest to hr@upjohn.org.