

## POSITION ANNOUNCEMENT/JOB DESCRIPTION

**TITLE:** Temporary Business Services Representative

**LOCATION:** Berkeley

**ACCOUNTABILITY:** The Business Services Representative works under the supervision of the Business Services Manager to facilitate job placements for individuals participating in Rubicon's job readiness programs by conducting outreach, developing relationships with local employers, and providing employment services to clients. Job seekers come to Rubicon for assistance in overcoming significant barriers to employment including poverty, homelessness, and criminal records. The Staffing Specialist develops opportunities for our job seekers to obtain employment and obtain financial independence.

### QUALIFICATIONS

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|----|---|
| 1. | Minimum one year of staffing, job placement, sales or business development experience required; candidates will be expected to demonstrate proof of having developed effective sales strategies, ease and success with making cold calls and sales presentations, and of using effective closing techniques. Existing relationships with East Bay businesses, a bachelor's degree and bilingual proficiency are highly desirable; |
| 2. | Must be a self-starter; able to succeed in a fast-paced, deadline-driven environment; and to work enthusiastically with a sense of urgency;   |
| 3. | Internet and PC proficiency, including Microsoft Office;  |
| 4. | Regular travel throughout the East Bay to meet with business clients is required; proof of a valid and current driver license, current auto insurance, and an acceptable Motor Vehicle Report are required.   |

### RESPONSIBILITIES

|    |   |
|----|---|
| 1* | Direct Job placement: Meet or exceed defined direct placement goals; includes matching Rubicon job seekers with hiring needs of employer clients, and providing outstanding customer service to employer clients before, during and after placement;  |
| 2* | Grow Rubicon's employer client base: Includes but not limited to targeting appropriate industries for Rubicon job seekers, identifying, prospecting and securing new employer clients in target industries; and maintaining a sufficient prospect pipeline to achieve defined business development goals; |
| 3* | Maintain relationships with business clients; sustain rapport with key accounts by making periodic visits, exploring specific needs, and anticipating new opportunities; attend and participate in networking events to establish and strengthen relationships with business clients; provide general PR. |
| 4* | Reporting and documentation: Includes maintaining all prospect and job seeker records and other data per Rubicon requirements;  |
| 5  | Participate in staff meetings and other business meetings and perform other duties as assigned.   |

\* **Indicates essential duties.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS:** This is a, Part Time, non-exempt position.

**LEVEL:** N09

**COMPENSATION:** Commensurate with experience. An additional 5% of salary may be granted for proven bilingual proficiency.

**Excellent benefits include health plans, paid vacation and sick leave, employer sponsored 403(b) plan.**

**NOTICE:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Rubicon reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

**TO APPLY:** Send us a **Rubicon Applicant Tracking Form** with either your resume or with a **Rubicon Employment Application**.

**How to Obtain Forms**

Visit our website:

[www.rubiconprograms.org/careersatrubi.html](http://www.rubiconprograms.org/careersatrubi.html)

**OR**

Email, fax or mail your name, contact info and request to:  
hr@rubiconprograms.org  
fax: 510-412-9029  
Rubicon Programs HR  
2500 Bissell Avenue  
Richmond, CA 94804

**OR**

Visit us in person. Just ask at the front desk:  
2500 Bissell Avenue, Richmond  
or 1918 Bonita Street, Berkeley

**Where to Submit**

Send your completed Applicant Tracking Form

([www.rubiconprograms.org/docs/Applicant\\_Tracking\\_Form\\_Data\\_Entry\\_2008.06.11.doc](http://www.rubiconprograms.org/docs/Applicant_Tracking_Form_Data_Entry_2008.06.11.doc)) with your resume **or** Employment Application ([www.rubiconprograms.org/docs/Employment\\_Application\\_2008.04.30.pdf](http://www.rubiconprograms.org/docs/Employment_Application_2008.04.30.pdf))

to:

Rubicon Programs Inc.  
Human Resources  
2500 Bissell Avenue  
Richmond, California 94804  
Fax: (510) 412-9029  
[Email: hr@rubiconprograms.org](mailto:hr@rubiconprograms.org)

**DEADLINE:** This position is open until filled and may be closed at any time.

Rubicon is proud to be an Equal Employment Opportunity/Affirmative Action Employer and values diversity of culture and thought. We seek talented, qualified individuals regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under law.

**Rubicon is using E-Verify to validate the eligibility of our new employees to work legally in the United States.**