



## BUSINESS SERVICES REPRESENTATIVE

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Business Services Representative performs employer engagement activities and performs other tasks associated with the outreach, promotion, marketing, advocacy, eligibility, enrollment, assessment, counseling and oversight of program services and partner relationships in an integrated service delivery environment at the One-Stop Career Center. Employee will also be responsible for employer and employer services partner relationship management functions to serve youth, dislocated worker or adults. Duties may require close interaction with job seeking participants in one-on-one and group settings and the ability to evaluate and match participants' work history, education, skills, and interests in order to place them into proper employment situations; duties also require employees to develop job placement opportunities. Work is performed in an administrative environment with travel to worksites and multiple Center locations required.

Duties include but are not limited to:

- Develops and maintains employer relationships to connect work-ready jobseekers with hiring opportunities.
- Connects employers and jobseekers through rapid response, career fairs and employer-sponsored interview days.
- Creates, generate and submits job orders.
- Continually reviews business opportunities.
- Connects with employers by phone, in person and scheduled face-to-face meetings.
- Performs initial and follow-up client visits as necessary.
- Develops and executes a marketing/advertising plan.
- Educates employers on Career Center services.
- Provides employer database technical assistance.
- Follows up with Career Center employees to ensure that client expectations are met.
- Develops a network for potential business leads.
- Represents at conferences, meetings and selected social functions as required.
- Networks at Chamber of Commerce and other business events to develop business leads.
- Enters employer information into all appropriate databases and monitor employer activities.
- Provides as required, target estimates or goals and periodic progress reports.
- Meets performance criteria on a weekly, monthly and annual basis.
- Coordinates with Center staff to place jobseekers in training with employers.
- Performs related duties as required.

The ideal candidate will hold a degree in human services, human resource management, psychology, business, or social work and some related customer service experience; or an equivalent combination of education and experience. Valid driver's license is required.

Salary will be based on qualifications and experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

### Planning and Development for a Better Region K

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Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarco.org](mailto:info@kerrtarco.org). Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on May 4, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.