



WORKFORCE SOLUTIONS

2620 Riverfront Center, Amsterdam, NY 12010
www.fmsworkforcesolutions.org

A proud partner of the
AmericanJobCenter

Volume 18, Issue 5

June 2018

How Can Workforce Solutions Assist YOUR Business?

Don't forget about all the services **your** Workforce Solutions Centers have available. We have no-cost programs and services that can save **your** business time and money. Whether it is recruiting new employees or providing guidance on a variety of labor issues, we can help!

Post Your Job Openings

- Post your jobs on the New York State Job Bank. This no-cost service allows you to manage your job orders throughout the recruitment process.
- Staff will match your job requirements to job seekers on the database for the best possible qualified candidates.
- Your job openings are automatically posted on the internet which enables you to reach more candidates and saves time.
- Post your jobs automatically with the indexing service or call us for staff assistance.

Labor Market Information (LMI)

Looking to locate a new business or expand your existing operations? We have the most current and accurate labor market information available, including data on labor supply, wages, occupational projections, commuting patterns and the latest job figures.

HR Consulting

Need help with Human Resources issues? We can:

- Write/review your job descriptions and employee handbooks;
- Develop performance evaluations and personnel policies;
- Explain Labor Laws to help you comply with wage/hour and safety/health regulations.

The New York State Department of Labor's website also has extensive wage information.

Check out the website at: www.labor.ny.gov

SPRING JOB FAIR 2018

The annual Spring Job Fair, co-sponsored by Fulton-Montgomery Community College, FMS Workforce Solutions System, and the Fulton Montgomery Regional Chamber of Commerce, was held on April 19th at FMCC.

52 local employers from Fulton, Montgomery and Schoharie Counties and over 200 job seekers were in attendance at this year's event.

Did you Miss the Job Fair?

If your company missed this opportunity, consider attending one of the Amsterdam Workforce Solutions Center's monthly Mini Job Fairs at the 2620 Riverfront Center, Amsterdam location. There is no charge to the businesses. Each event will involve 4-6 businesses.



Businesses are finding it more and more difficult to find workers. Job Fairs connect job seekers and employers in mutually beneficial ways because face-to-face contact is effective. Employers can gain access to a larger number of candidates in just one stop. Employers have face-to-face interaction with candidates interested in their organization.

Job Fairs provide an opportunity to prescreen applicants, and employers may offer on-site interviews based on brief interactions at the Job Fair. Online applications save time but **face-to-face interaction is vital in both pre-screening and interviewing applicants.**

If you are interested in joining us in our next Mini Job Fair, contact your local Business Service Representative:

Nancy Reccio
Business Services Representative
(518)842-3676 Ext. 3052 or
email: nreccio@fmsworkforcesolutions.org
or

Christopher Larrabee
Business Services Representative
(518)842-3676 Ext. 3032 or
email: Christopher.Larrabee@labor.ny.gov

Let us help YOU find YOUR new employees!
Contact Nancy Reccio at 518-842-3676 Ext. 3052 or nreccio@fmsworkforcesolutions.org

Candidate #1

Dislocated Worker seeking a full-time **Sales Supervisor (Non-Retail)** position. Sales and Service Supervisor with a unique combination of expertise in system applications and outstanding communication, multi-tasking, and customer service skills. Dynamic leadership skills with the ability to effectively manage and motivate employees. Proficient in CRM—Customer Relationship Management System.

Proven professional!
On-the-Job Training Eligible.

Candidate #2

Dislocated Worker seeking a full-time **Medical Receptionist/Biller or Financial Clerk** position. 15+ years of experience in the medical services/insurance field. Maintained confidentiality with private office communications and HIPAA laws. Extensive knowledge of bookkeeping and medical insurance billing both online and via paper for private insurance companies, Medicaid, and Medicare. Proficient in MS Word, Excel, and Windows. Excellent work ethic and team player.

Hard worker!
On-the-Job Training Eligible.

Candidate #3

Dislocated Worker seeking a full-time **Inventory Controller** position. Extensive experience in maintaining inventory. Skills include customer service, material handling, pallet jack operation, and accounts receivable/payable. Certified fork truck and power life industrial truck driver. Excellent work ethic.

Eager to get to work!
On-the-Job Training Eligible.

Candidate #4

Dislocated Worker seeking a full-time **Administrative Manager** position. Over 10 years of professional manufacturing sales and financial office management experience. Skilled in customer service, gen-

eral ledger reconciliation, supervision and management of staff, conflict resolution, and cash handling management. Proficient in MS Office. Bachelor's Degree in Business, Economics & Management. Steady work history.

A true asset to your team!
On-the-Job Training Eligible.

Candidate #5

Dislocated Worker seeking a full-time **Administrative Assistant or HR Generalist** position. Bachelor's Degree in Human Development and Associates Degree in Business Administration. Experience working under pressure with deadlines, working in a fast-paced environment, and on call. Skills include customer service, scheduling, report writing, processing large sums of money, maintaining personnel files, and maintaining confidentiality. Proficient in MS Office.

Enjoys seeing a job well done!
On-the-Job Training Eligible.

Candidate #6

Worker seeking a full-time **Warehouse Worker or Dishwasher** position. Stocked, staged, and transported goods. Operated commercial dishwasher and washed dishes by hand. Stocked supplies and maintained a clean, sanitary kitchen. High school graduate.
Ready to go to work!



**March
Unemployment Rates**

	<u>2018</u>	<u>2017</u>
Fulton County	6.9%	6.2%
Montgomery County	7.0%	6.3%
Schoharie County	6.8%	6.2%
New York State	4.8%	4.7%

****April Unemployment Rates unavailable at time of printing. To view April 2018 rates go to: <http://www.labor.ny.gov> and view press releases**

Creating Workforce Solutions for YOU!