



WORKFORCE SOLUTIONS

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A proud partner of the
AmericanJobCenter

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WHAT IS THE NEW YORK STATE JOB BANK?

The New York State Job Bank is the Labor Department's main source for job postings and job seeker resumes. It includes over 130,000 job listings that cover a wide array of industries. Your local Workforce Career Center, a partner in workforce development, utilizes the NYS Job Bank when posting job openings and referring applicants to positions. There is **no charge** for these services.

WHY SHOULD I POST MY JOB?

Posting your openings with the NYS Job Bank offers you these benefits:

- * Increased interest in your openings
- * Improved "fit" of potential hires
- * Ability to search the resumes of thousands of job seekers

HOW DO I POST A JOB?

Here are your options to post your jobs with the New York State Job Bank:

- **INDEXING:** This free feature allows jobs that are posted on your corporate website to upload to the NYS Job Bank automatically, every day. Simply add, change, or close job postings on your own site. The information updates on the Job Bank each night. To sign up, just complete an indexing request on the NYS Job Bank website at myjobs.ny.gov.
- **SELF-POSTING:** You can create an account on the NYS Job Bank and post your own job orders. This free service allows you to manage your job orders throughout the recruitment process. Register now at myjobs.ny.gov.
- **STAFF-ASSISTED POSTING:** E-mail, fax or call in your orders to your local Workforce

Career Center and staff will post the information for you.

- **NYSDOL JOBS EXPRESS:** NYSDOL also offers a new tool, Jobs Express – jobs.ny.gov. Jobs Express sorts the thousands of jobs listed on the NYS Job Bank by region. This is especially helpful to businesses with multiple locations, and can expand your reach into other job markets.
- **SKILLS MATCHING AND REFERRAL TECHNOLOGY — NY TALENT:** NY Talent is a tool that helps businesses find the most qualified candidates for their job openings. It offers a job order tool and the ability to search resumes. The system uses artificial intelligence technology to analyze job orders and resumes using skills matching, rather than keyword matching.

**Contact YOUR local Business Services
Representative TODAY for assistance in
posting YOUR Job Openings!**

Nancy Reccio

Phone: 518-842-3676 Ext. 3052 OR

Email: nreccio@fmsworkforcesolutions.org

Are You Looking For Seasonal Workers?

Summer is on its way and some businesses may need to hire seasonal workers. NYS Department of Labor's Job Bank also has a link where job seekers can specifically look for seasonal work.

When posting your seasonal openings using the same website for year-round openings, be sure to identify it as **seasonal**. Job seekers can review only seasonal jobs through the following website:

<https://seasonalworks.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 **Marketing/Communications/Property Management/HR Management** position. Seven years of work experience. Dependable and motivated with excellent time management skills. Well-versed in MS Office, Google Suite, Hubspot, Social Media, and CRM (Customer Relationship Management). Bachelor's Degree in Human Resource Management.

Anxious to get back to work!
On-the-Job Training Eligible.

Candidate #2

Dislocated Worker seeking a full-time **Administrative Assistant or Accounts Receivable** position. Over 20 years of experience with the same employer. Organized and customer-focused. Versed in Microsoft Word and Excel.

Proven track record!
On-the-Job Training Eligible.

Candidate #3

Dislocated Worker seeking a full-time **Customer Service** position. 10+ years of work experience including manufacturing, sales, and customer service. Goal-driven, highly motivated, and energetic. Associates Degree in Media Communications.

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

Candidate #4

Worker seeking a full-time position as a **Billing or Office Clerk**. Excellent communication and organizational skills. Knowledge of accounting, bookkeeping, and computers. Bachelor's Degree in Human Services.

Ready to get back to work!

Candidate #5

Worker seeking a full-time **Customer Service** or **Medical Office Clerk** position. Over 15 years of experience in medical offices and hospitals. Detail-oriented, dependable, and customer friendly. Proficient in the use of Meditech software and Microsoft Office.

Eager to be part of your team!

Candidate #6

Worker looking for a career change after 20+ years in the cleaning business. Seeking a position in **Customer Service**. Past work experience includes expediter and parts inventory clerk. Reliable, dependable, detail-oriented, and customer-oriented. Able to multitask and adapt.

Anxious to join your team!



**January
Unemployment
Rates**

	<u>2021</u>	<u>2020</u>
Fulton County	7.5%	5.7%
Montgomery County	7.8%	6.1%
Schoharie County	6.5%	6.0%
New York State	9.4%	4.1%

Creating Workforce Solutions for YOU!