



Job Posting Business Services Coordinator

The Lorain County Commissioners are accepting applications for the position of Business Services Coordinator within the Lorain County Workforce Development Agency.

Position Summary:

The successful candidate will assist employers by assessing workforce development needs through workforce and economic development partnerships; will assist in preparing and executing strategies to meet business needs; will assist in identification of resources to meet training and/or workforce needs; will work with area employers to identify employment and work experience opportunities and will work directly with other key staff to find qualified candidates for referral and placement.

The successful candidate will serve as the County resource for workforce development incentives; will research and promote current information about all federal, state and local financial programs that can assist employers in building their workforce; will participate in Rapid Response activities including coordination of meetings convened between the local Rapid Response Team and impacted employers and employees; will be responsible for gathering and presenting information on current job vacancies and trends.

Qualifications Required:

A Bachelor's degree in Business Administration, management, marketing or related field preferred; or equivalent combination of education and experience. Must be proficient in the use of Personal Computers and possess a working knowledge of current Microsoft Office products, including Word and Excel.

Candidates must possess a valid Ohio vehicle operator's license and maintain continuing eligibility for insurance coverage in order to apply for this position.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035.

Lorain County is an Equal Opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.