

The Buffalo & Erie County Workforce Development Consortium, Inc. (WDC) seeks to fill the following position:

Resource and Information Specialist I

Summary:

Performs administrative, customer and technical support duties for the Buffalo Employment and Training Center and programs. Work includes providing initial information and orientation to customers on services available and how to access these services, how to use computerized Center services, conducting preliminary assessment to determine customers' needs, performing office and clerical duties, serving as a reference point for providing help to customers, receiving customers entering the Center, answering phones and directing calls to appropriate staff members, managing mail functions of the Center. An individual in this position will be responsible for staffing the help desk and relief on the front desk.

Salary \$30,000 - \$36,000

The WDC's policies and practices relating to recruitment, employment, career development and advancement, promotion and retirement are based solely on merit, without regard to race, gender, impairment, marital status, religious/political beliefs, genetic information or other non-merit related considerations.

Please view the [complete](#) position description with **REQUIRED QUALIFICATIONS** at www.becwib.org or www.workforcebuffalo.org.

To apply: Please submit résumé and cover letter by **2:00 p.m. on October 19, 2017** to:

Danielle Sullivan, PHR, SHRM-CP
Human Resource Coordinator
Workforce Development Consortium
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